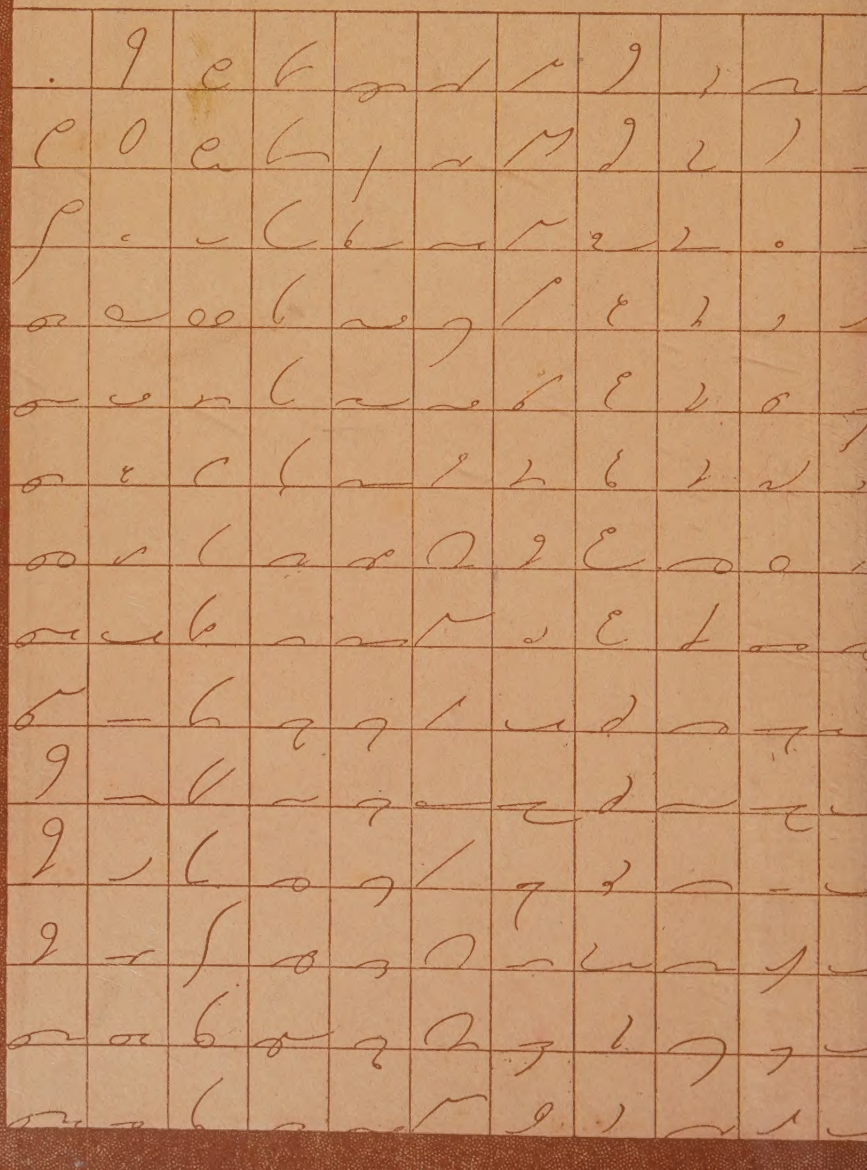
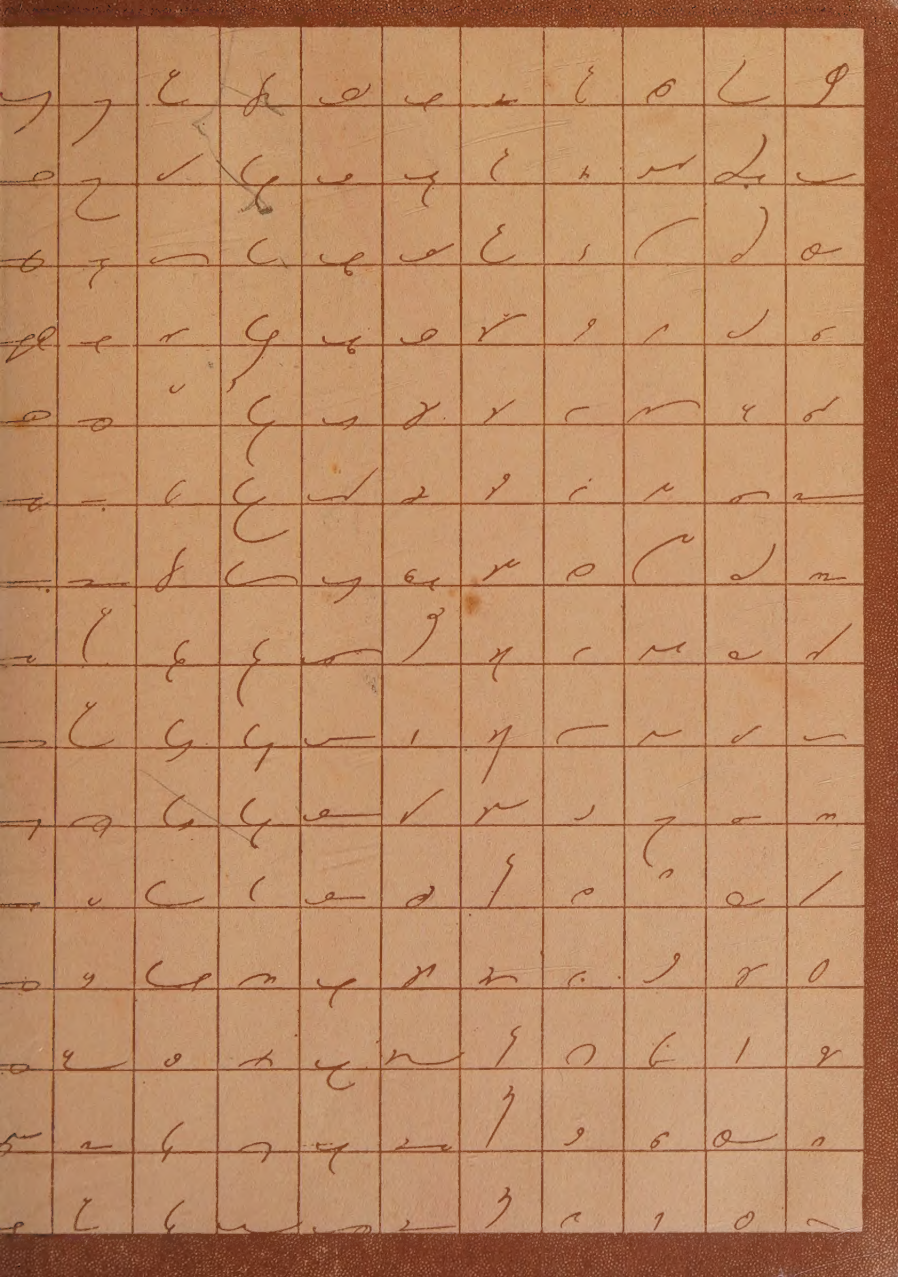
GREGG SHORTHAND

ANNIVERSARY EDITION

CHARTS OF BRIEF FORMS



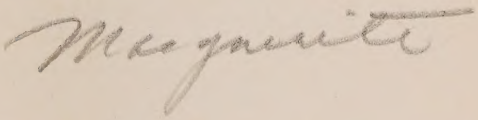


GREGG SHORTHAND

A LIGHT-LINE PHONOGRAPHY *for the* MILLION

By

JOHN ROBERT GREGG



Anniversary Edition

THE GREGG PUBLISHING COMPANY

NEW YORK CHICAGO BOSTON SAN FRANCISCO TORONTO LONDON

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PREFACE

Anyone who examines the Shorthand textbooks of the last three centuries will be impressed with the fact that they have reflected the uses to which shorthand was put at the time the books were written.

The pedagogy of shorthand has changed as radically as the content of the textbooks. Up to the time Gregg Shorthand was introduced, the conventional pedagogy was to teach the theory of a system as a whole before attempting to apply the theory in the actual writing of connected matter. While the system would undoubtedly have made its way into public favor by its own inherent strength, we believe that its success and progress throughout the world have been hastened enormously by the teachability of its textbooks.

In keeping with the progress in business and in education, the Gregg Manual was revised in 1893, 1901, and 1916, this latter edition being the one used at present. Each revision marked a step forward in simplifying and popularizing the study of shorthand. Each revision has placed increasing emphasis upon the desirability of teaching shorthand as a *skill subject* from the beginning and throughout the entire course. This method enables the teacher to direct the maximum of effort toward the training of the student in actual facility in writing and the minimum of effort to expositions of rules and principles.

When it became known that a revision of the Manual was in preparation, hundreds of protests were received from teachers. Many of them declared emphatically that the 1916 edition was entirely adequate. A great many said that they

"love it" (this expression occurs again and again in their letters) and that they "know it by heart." The sentiments expressed are thoroughly appreciated, and all these good friends are assured that it will still be possible to obtain the 1916 edition as long as there is any demand for it.

In this new edition no changes have been made in the *basic principles of the system*. Long experience in the classroom, in the office, in general and court reporting, and the results of speed contests of the National Shorthand Reporters' Association have proved conclusively that changes in the basic principles of Gregg Shorthand are neither necessary nor desirable.

Much has been learned in the last few years concerning the basic content of the vocabulary in common use. The scientific data now available have made it possible to arrange the principles and practice content of the Manual so that the efforts of teacher and student may be more economically and profitably directed, and the development of a writing vocabulary rendered more rapid.

One of the first steps in planning the Anniversary Edition, therefore, was an exhaustive analysis of the words contained in the Horn* and the Harvard† studies of the comparative frequency of words. As one example of what this analysis showed, it was found that the learning of the twenty most common words in our language was spread through seven lessons in the 1916 Manual. In the Anniversary Edition these twenty words are presented in the first chapter. Moreover, the matter presented in this chapter gives the student a writing power that will enable him to write 42 per cent of the 1,000 most common words, as well as many hundreds of other words.

* "Basic Writing Vocabulary," Ernest Horn, Ph.D., University of Iowa Monograph in Education.

† "Harvard Studies in Education," Volume IV.

In this edition three devices have been used to hasten the building of a useful vocabulary and to assist the teacher in using the correct method of developing a skill subject:

1. The short words of high frequency are introduced in the first chapter in the order of their frequency, even though this means that in a few instances they are given in advance of the principles that govern their writing.

2. Some of the principles have been developed earlier than they were in the old text. Examples of this are: the letter *s* has been introduced in the second chapter and included with the other downward characters; some of the rules for expressing *r* have been introduced in the third chapter; the frequently recurring prefixes and suffixes have been introduced in the order of frequency.

3. Analogy, one of the most helpful of teaching devices, has been employed to a greater extent than it was in the 1916 Manual. Examples: the useful *ted-ded*, *men-mem* blends are presented in Chapter I, after the student has learned *t*, *d*, *n*, *m*, the letters of which the blends are composed; the *ses* blend is taught along with the *s* in Chapter II.

Other salient features of the Anniversary Edition may be described as follows:

1. In order that the student may be impressed at the outset with the importance of phrase writing and have a longer period in which to acquire the habit of joining words, many of the phrasing principles have been moved forward to Chapters I and II.

2. The rules have been simplified and stated more clearly, and minor changes have been made in a few outlines for the purpose of facilitating rapid and accurate transcription.

3. The principles are presented in twelve chapters, instead of the twenty lessons in the 1916 Manual. Each of these

chapters has been subdivided into three short teaching units, with a page of graded dictation material written in shorthand at the end of each unit. This short-unit plan encourages immediate practical application of the theory and simplifies the assignment of work by the teacher.

4. The wordsigns (now known as Brief Forms) are distributed equally among the first six chapters, and are introduced in the order of their frequency.

5. The quantity of reading and dictation material has been more than doubled. The scientific distribution of the principles and the introduction of the common words early have so greatly increased writing power that business letters can be introduced as early as the second chapter.

6. The pedagogical value of the Manual is greatly enhanced by the use of larger type and a bolder style of shorthand than was employed in the 1916 edition.

It was the intention of the author to have the Anniversary Edition of the system published last year—the fortieth anniversary of the publication of the system—but, unfortunately, many things contributed to delay its appearance.

In sending forth this book he desires to express his warm appreciation of the many suggestions received from writers, from reporters, and from teachers who are using the system in all parts of the world. In particular, he wishes to record his deep sense of gratitude to Mr. Rupert P. SoRelle and to the executive, managerial, and editorial staffs of The Gregg Publishing Company for the many valuable services they have rendered in the preparation of this edition.

JOHN ROBERT GREGG.

ABOUT GREGG SHORTHAND

History. Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later, a revised and greatly improved edition was published under the title, "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in *book* form.

To the student or writer of shorthand, there are few more interesting or inspiring stories of success than the story of the career of Gregg Shorthand in the thirty-two years that have elapsed since its publication in book form; but a textbook is not a place for such a story. Today, Gregg Shorthand is the standard system of America. It has been adopted exclusively in the public schools of 6,519 cities and towns—more than ninety-seven per cent of the public schools that teach shorthand. It has superseded the older systems, in the large majority of these cases, by formal action of the Boards of Education after careful investigation of the merit of the system. Its leadership in all other kinds of educational institutions is equally pronounced. This constitutes the highest educational indorsement a shorthand system has ever received.

Wins World Championship Six Times. The history of Gregg Shorthand is a record of public triumphs. In the 1921 World's Championship Contest of the National Shorthand Reporters' Association, Mr. Albert Schneider* won first place, defeated three former champions, and established two world's records. He transcribed the 215-words-a-minute literary dictation with a net speed of 211.2 words a minute; accuracy, 98.32%. On the 200-words-a-minute dictation his accuracy percentage was 98.80; on the 240-words-a-minute dictation, 98.17; on the 280-words-a-minute dictation, 96.84.

In transcribing five five-minute highest speed dictations—175,

*Mr. Schneider is now a member of the official shorthand reporting staff of the Congress of the United States, winning the position in an examination in which thirty-five well-known reporters competed.

200, 215, 240, and 280 words a minute—*in the time allotted for the three championship dictations*, Mr. Schneider gave one of the most remarkable demonstrations of transcribing ability in the history of the shorthand contests.

Writers of Gregg Shorthand won first, second, and third places in the World's Championship Contest of the National Shorthand Reporters' Association in 1923. Mr. Charles L. Swem,* winner, established a world's record on the 200-words-a-minute dictation, making but two errors; accuracy, 99.79%. On the 240-words-a-minute dictation, his accuracy was 98.49%; on the 280 dictation, 99.36%. Second place was won by Mr. Albert Schneider, a Gregg writer, the 1921 champion. His average accuracy was 98.80%. Third place was won by another Gregg writer, Mr. Martin Dupraw, with an accuracy of 98.76%. *First place in accuracy in every dictation was won by a writer of Gregg Shorthand.*

In the 1924 World's Championship, Mr. Swem was again the victor. Mr. Swem's accuracy on the three dictations was 99.23%.

In the three consecutive years, 1925, 1926, and 1927, the World's Shorthand Championship was won by Mr. Martin J. Dupraw, the greatest shorthand writer the world has yet produced. By winning the championship in 1927, Mr. Dupraw won permanent possession of the World's Shorthand Championship Trophy, first offered in 1909 by the National Shorthand Reporters' Association.

Highest Shorthand Speed Records. The following are the world's highest shorthand speed records—all held by writers of Gregg Shorthand and made in the Championship Contests of the National Shorthand Reporters' Association:

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*Governor Woodrow Wilson selected Mr. Swem as his official reporter in his campaign for the Presidency. Mr. Swem was Personal Secretary and Official Reporter to President Wilson for eight years. Mr. Swem began the study of Gregg Shorthand in a night school in September, 1908, when working as an office boy. He was twenty years of age when he received the appointment at the White House. In the 1924 examination for the position of Supreme Court stenographer in the State of New York, Mr. Swem won first place in a field of 150 candidates. Mr. Swem did not accept an appointment at the time, and took the examination in 1928, again winning first place. He is at present an official shorthand reporter in the Supreme Court of New York City.

282 Words a minute (testimony)
Charles Lee Swem.....accuracy 99.29%
260 Words a minute (jury charge)
Martin J. Dupraw.....accuracy 99.69%
220 Words a minute (literary matter)
Martin J. Dupraw.....accuracy 99.81%
(Held jointly with two others)
215 Words a minute (literary matter)
Albert Schneider.....accuracy 98.32%
200 Words a minute (literary matter)
Charles Lee Swem.....accuracy 99.0%
(Tied with one other)
Average accuracy.....99.29%

Gregg Shorthand is the only system that has produced three different writers to win the World Championship in the contests of the National Shorthand Reporters' Association. The contests were discontinued in 1927, and Mr. Dupraw was given permanent possession of the World's Championship Trophy.

Wins New York State Shorthand Championship. In the contest of the New York State Shorthand Reporters' Association, 1924, Mr. Martin J. Dupraw won first place with an accuracy record of 99.5%; Mr. Nathan Behrin, Supreme Court reporter, New York City, second; and Mr. Harvey Forbes, Supreme Court reporter, Buffalo, New York, third. By winning the New York State Shorthand Championship again in 1925, and also in 1926, Mr. Dupraw gained permanent possession of the Bottome Cup, the State championship trophy.

Awarded Medal of Honor at Panama-Pacific Exposition. At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any exposition, and the only award ever granted that was based on the results accomplished by students in a model school conducted under the observation of the International Jury of Awards. Gregg Shorthand also received the highest award, the Medal of Honor at the Sesqui-Centennial Exposition at Philadelphia, in 1926. The thirteenth International

Shorthand Congress, held in Bruxelles, Belgium, in 1927, awarded a *Grand Prix* to the Gregg Publishing Company, and elected the author of Gregg Shorthand as Vice-president of the Congress representing the United States.

Principles of the System. Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following is a synopsis of the leading features of the system:

1. *No compulsory thickening*—may be written either light or heavy.
2. *Written on the slope of longhand*, thus securing a uniform manual movement.
3. *Position-writing abolished*—may be written on unruled paper, and in one straight line.
4. *Vowels and consonants are joined*, and follow each other in their natural order.
5. *Angles are rare*—curves predominate.

} As in ordinary writing

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles that govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters that is productive of the best results, and is obtained only by years of persistent, painstaking practice with the older systems.

TO SUM UP

Easy to Learn. Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

Easy to Read. Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers of the system have established the *highest official world's records for accuracy* of transcripts on difficult matter. These records were made in competition with experienced reporters who used the older

systems, and in contests conducted by reporters and teachers who wrote such systems. Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing and the elimination of the minute distinctions of form, all contribute to legibility.

Easy to Write. The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing, with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to fluent writing.

Superior in Speed Possibilities. As has already been set forth in greater detail, writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system.

Adapted to Other Languages. The simple and logical writing basis of Gregg Shorthand enables a writer of it to use it in any language with which he is familiar. Special adaptations of the system have been published for Spanish, French, German, Italian, Portuguese, Polish, and Esperanto. Adaptations to other languages are in preparation. The Spanish adaptation of the system is used in more than 300 schools in Spanish-speaking countries, and there is a quarterly magazine devoted to it

A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Skill in the use of shorthand is a possession that has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much-prized and valuable accomplishment and a means of mental culture.

Be Thorough. Skill in anything is attained by repetition with interest; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of fluency and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

At first, write slowly and carefully; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written;* but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms are written rapidly. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the

next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

Facility in the practical use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word "ready." This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind, so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

Most of this repetition practice should be on the forms as they occur naturally in connected matter. The repetition of isolated forms for more than five times consecutively is not in accord with modern pedagogy. Scientifically graded connected matter has supplanted the isolated form.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

Devote Much Time to Reading Well-Written Shorthand. By reading a great deal of well-written shorthand you will become not only a fluent reader, but you will enlarge your writing vocabulary Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the supplementary dictation material given in "Gregg Speed Studies" and the exercises presented each month in

the Learners' Department of *The Gregg Writer*. These exercises may be used with great advantage from the very first lesson. Each number of *The Gregg Writer* contains many helpful suggestions and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.

Don't Get Discouraged. The complete mastery of shorthand and typewriting is worthy of your best efforts, and if you devote yourself earnestly to that work there can be no such thing as failure.

Gregg Shorthand received the highest award at the Panama-Pacific International Exposition, and at the Sesqui-Centennial International Exposition.

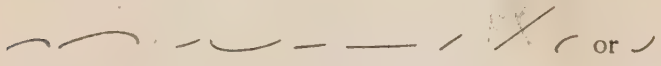
THE SESQUI-CENTENNIAL INTERNATIONAL EXPOSITION
PHILADELPHIA - PENNSYLVANIA
JUNE 1st - DECEMBER 1st 1926
CELEBRATING ONE HUNDRED AND FIFTY YEARS OF AMERICAN INDEPENDENCE
THE JURY OF AWARDS HAS CONFERRED A
GOLD MEDAL
upon
John Robert Gregg
FOR
Contributions to the Development of the Materials of Commercial Education

THE ALPHABET OF GREGG SHORTHAND

CONSONANTS

Written forward:

K G R L N M T D TH

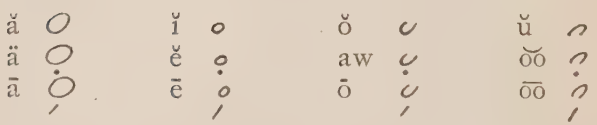


Written downward:

P B F V CH J S SH

H NG NK

VOWELS



DIPHTHONGS

	Composed of				Composed of	
ū	ē-o͝o	as in *unit*		*oi*	aw-ē	as in *oil*	
ow	ä-o͝o	" " *owl*		*ī*	ä-ē	" " *isle*	

BLENDED CONSONANTS

The consonants are so arranged that two strokes joining with an obtuse or blunt angle may assume the form of a large curve, thus:

ten, den ent, end def-v, tive

tem, dem emt, emd jent-d, pent-d

CHAPTER I

UNIT 1

1. Shorthand is written by *sound;* thus *aim* is written *am* (long sound of *a*), *cat* is written *kat*, *knee* is written *ne*.

CONSONANTS

2. The consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length.

The characters for the consonants in this lesson are derived from an elliptical figure, thus:

Letters	*Signs*	*Words*	*Letters*	*Signs*	*Words*
K		can	T		it, at
G		go, good	D		would
R		are, our, hour	H		a, an
L		will, well	Th		the
					there, their
N		in, not			I
M		am, more			he

3. All these consonants are written *forward* from left to right; *th* and *t* and *d* are struck *upwards* from the line of writing. The *g* given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate *h* is indicated by a dot placed over the vowel. Many frequently recurring

words are represented by simple alphabetic characters. Some of these signs represent two and even three words, as the sign for *r* for *are*, *our*, *hour*. A dot on the line of writing represents the articles *a*, *an*. A dot at the end of a word expresses *ing*. The pronoun *I* is expressed by a large circle; *he*, by a small circle.

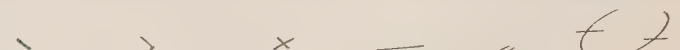
The student should practice all these characters until he can write them without the slightest hesitation. The size of the characters given in this manual will be a safe standard to adopt.

4. Phrasing. The joining of simple words is a great help to accuracy and speed in writing shorthand, and its acquirement should not be deferred until the habit of writing common words separately has been formed.

I will he can it will in the

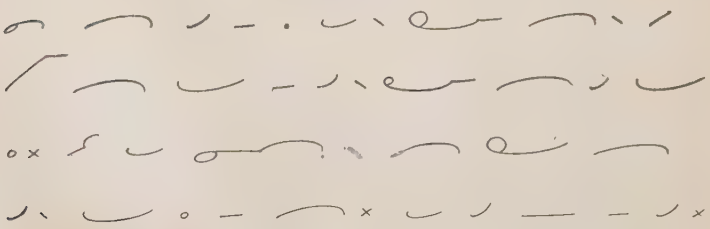
5. Punctuation, etc. In shorthand the following marks are used:

period paragraph interrogation dash hyphen parenthesis



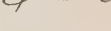
Capitals and proper names are indicated by two short dashes beneath the word.

6. SENTENCE DRILL



VOWELS

7. In shorthand there are twelve distinct vowel sounds, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the A group and the E group.

Memory aid: 

The A Group

ă	ä	ā
as in mat	*as in* calm	*as in* came
m ă t	k ä m	k ā m

The E Group

ĭ	ĕ	ē
as in kit	*as in* get	*as in* need
k ĭ t	g ĕ t	n ē d

Note: The first sound in the E group of vowels is the short *i*, heard in *din*, and should not be confused with long *i*, heard in *dine*, which will be given later.

8. Marking Vowels. The vowels are grouped according to similarity in sound. The large circle expresses three sounds of *a*. The short sound is unmarked, the medium sound is marked with a dot, and the long sound with a short dash, as shown on page 3. This system of marking is used in all vowel groups uniformly.

The dot and dash are occasionally needed to indicate the exact sounds in unfamiliar or isolated words, but otherwise they are seldom used.

PICTURING WRITING MOTION

9. Frequently we shall have to refer to writing motion. The curved characters in this lesson are taken from horizontal ovals, one written with *right* motion, the other with *left*.

Right motion: *Left motion:*

10. Characters taken from the left-motion oval are called *left motion*, because the rotation is *from left to right;* characters taken from the right-motion oval are called *right motion* for a like reason; thus:

K-G are right-motion strokes *R-L are left-motion strokes*

The terms "left motion" and "right motion" refer to the *rotation* in movement, and not to the *direction*.

HOW CIRCLES ARE JOINED

The following movement drills are intended to develop skill in the joining of circles.

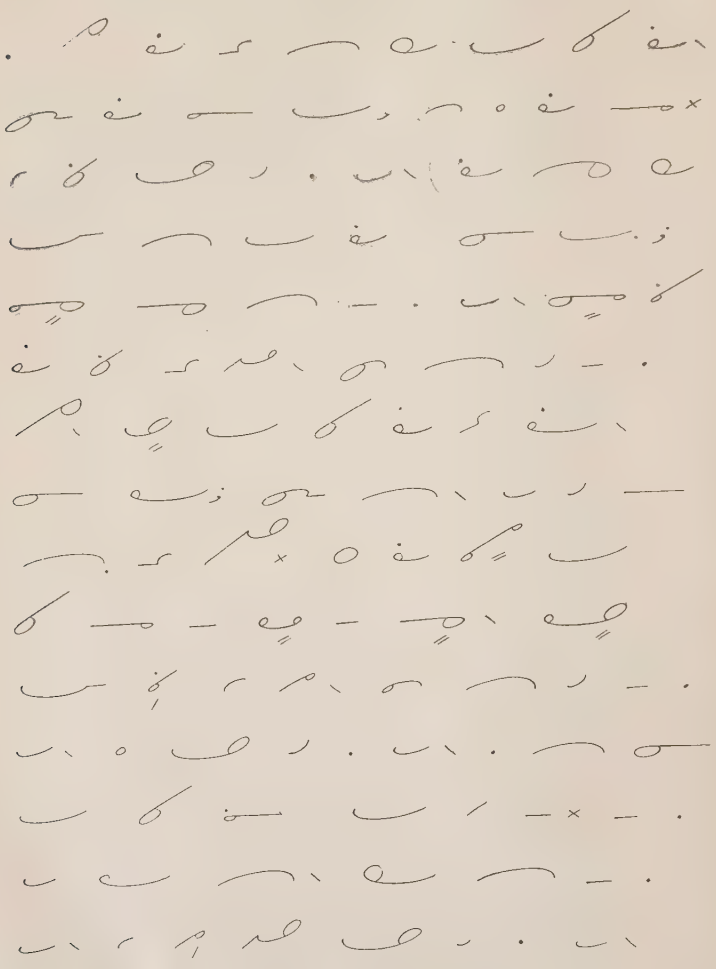
11. Circles Joined to Single Strokes. At the beginning or end of a single curve, the circle is placed *inside* the curve:

eke		ear		array	
egg		ill		airy	
ache		air		alley	
key		ail		hack	
gay		ray		hag	

12. At the beginning or end of a single straight stroke, the circle is written with *right* motion:

aim		tea		ham	
ate		day		heat	
add		may		head	
eat		me		heed	
hid		eddy		hate	

13. READING AND DICTATION PRACTICE

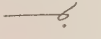


UNIT 2

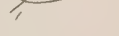
14. Circles Between Strokes. Where an angle, or a point, is formed at the junction of consonants, the circle goes outside the angle:

kick make rain

cake met rim

get maid  tale

gate team rainy

calm rear dream 

15. Where straight strokes and curves join without an angle, the circle is placed inside the curve:

writ raid dig

rid ticket tag

red tack taken

read take rattle

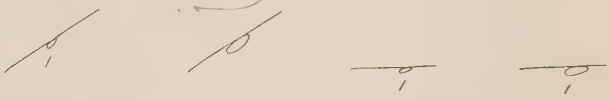
rate deck riddle

16. Some vowels are so obscure or neutral that they are omitted when they do not contribute to speed or legibility. For example, the *e* in the words *taken* and *maker* is absolutely useless,

and is omitted. The same is true also of the second vowel sound in such words as *metal, labor*. Such vowels are usually omitted, as will be seen in numerous examples throughout this manual.

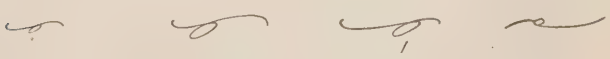
17. Between straight strokes in the same direction the circle is written with *right* motion:

deed dad mean main



18. Between opposite curves the circle is turned back on the first curve:

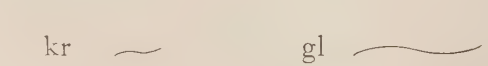
wreck rag lake kill



CONSONANT COMBINATIONS

19. **Kr and Gl Combinations.** *K* and *r*, and *g* and *l*, are equal curves and are made a little flatter than usual when joined, thus:

kr gl



cream eagle glen

crane glee glare

creed glean acre

crate gleam maker

20. Gr and Kl Combinations. Where curves of unequal length join without an angle, as in the following, note how a distinction in length is positively shown.

The movement in writing *gr* is similar to that in writing *y* in longhand; *kl* to that in writing *h*, thus:

gray green eager

grain greet clay

greed grim clan

21. Rk and Lk Combinations. Since *r* and *k* are of equal length, the curves are somewhat flatter, as with *kr* and *gl*. *Lk* is very infrequent.

ark dark mark milk

22. The Signs for Th. The sign for *t* is curved to express *th*, thus: ⌒ or ⌣

tick thick hat hath

rat wrath met myth

BRIEF SIGNS FOR COMMON WORDS

23. A comparatively small number of frequently recurring words make up a large part of the English language. As an illustration, ten words—*the*, *of*, *and*, *to*, *a*, *in*, *that*, *it*, *is*, *I* — form one-fourth of the entire written and spoken language.

The forms for these frequent words are based on a very common method of abbreviation in longhand writing. For example, *amt.* is written for *amount; Rev.* for *reverend; gym.* for *gymnasium; ans.* for *answer; math.* for *mathematics*, and so on. By taking advantage of this method of abbreviation, brief and easily remembered shorthand forms are obtained for the most common words in the language.

of (*o*)		and, end (*nd*)		them (*thm*)	
that (*tha*)		to, too, two (*too*)		is, his (*s*)	
was (*os*)		be, by, but (*b*)		great (*gr*)	
they* (*the*)		you, your (*oo*)		with (*ith*)	
this (*ths*)		than, then (*thn*)		without (*itht*)	

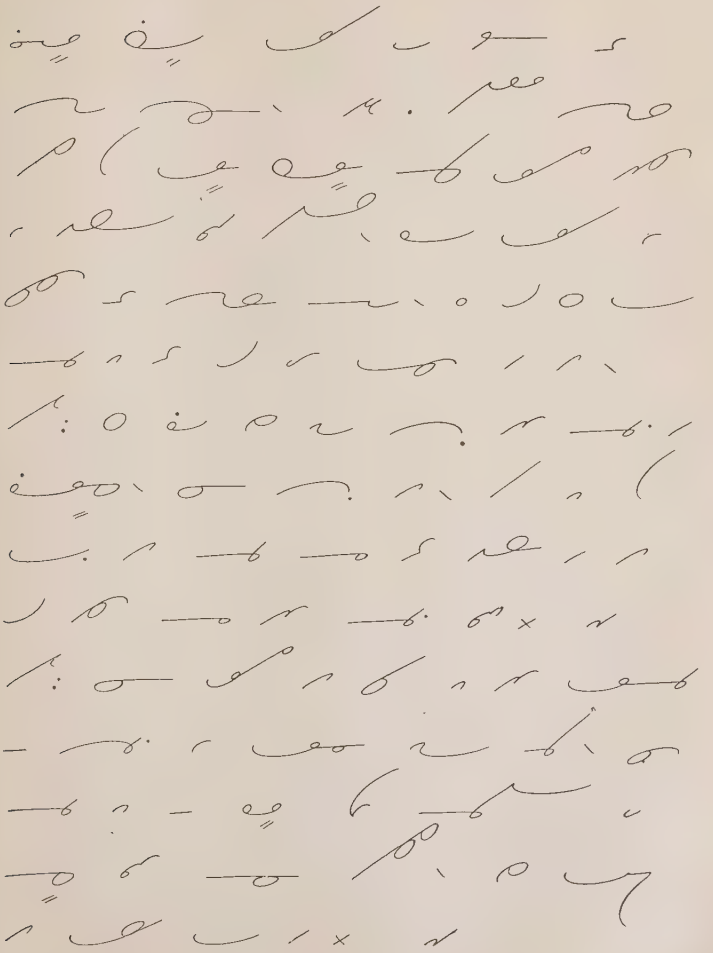
* In some phrases *they* is written the same as *the*, as in *they will.*

NOTE: Refer to alphabet facing page 1 for explanation of characters.

24. BUSINESS ABBREVIATIONS

Mr., market Yours truly, Dear Sir: desire

25. READING AND DICTATION PRACTICE



UNIT 3

BLENDED CONSONANTS

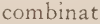
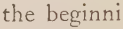
26. By blending *d* and *t* into one long stroke the syllables *ted*, *ded*, *det* are expressed:

added rated today

hated needed traded

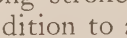
NOTE: The combination *det* usually occurs at the beginning of words, as in *detect*, *detach*, while *ted* or *ded* usually occurs at the end of a word.

27. By blending *m* and *n* into one long stroke the syllables *men*, *mem* are expressed. In addition to *men*, *mem* this blend represents similar sounds, such as *min* in *minute*, *mun* in *money:*

men  mimic 

many memory

month remain

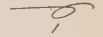
money emanate 

meant mental

mend mineral

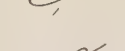
minute minimum

28. FREQUENT-WORD DRILL

eight	ā t		man	m ă n	
had	h ă d		make	m ā k	
him	h ĭ m		tin	t ĭ n	
add	ă d		tan	t ă n	
aid	ā d		cat	k ă t	
tea	t ē		kid	k ĭ d	
day	d ā		get	g ĕ t	
me	m ē		take	t ā k	
may	m ā		came	k ā m	
net	n ĕ t		her	h ĕ r	
need	n ē d		here	h ē r	
met	m ĕ t		air	ā r	
meet	m ē t		head	h ĕ d	
made	m ā d		read	r ē d	
mean	m ē n		ready	r ĕ d ĭ	

led l ĕ d
cream k r ē m

rate r ā t
clean k l ē n

late l ā t 
milk m ĭ l k

laid l ā d
lack l ă k

mill m ĭ l
leg l ĕ g

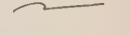
tree t r ē
attack ă t ă k

train t r ā n
headache h ĕ d ā k

29. BRIEF FORMS FOR COMMON WORDS

did, date
when
into

other
any
come

all
could
like 

were
what
little

where
truth
those

my
time
country

NOTE: *W* is omitted in the word *were*, and *wh* in *where*, *when*, *what; other* is expressed by *ŭth*—see alphabet; *all*, by *aw* placed on its side; *time*, by the *tem* blend; *into*, by blending *in* and *to*. For convenience, the long *i* in *my* is expressed by a large circle.

GENERAL PHRASING PRINCIPLES

30. The following suggestions will be helpful to an understanding of the general principles of phrasing:

1. Short and common words only should be joined, as *of the*, *in the*, etc.

2. The words should make good sense if standing alone, as *it will be*.

3. Pronouns generally are joined to the words they precede, as *I can*, *you are*, *you can*, *I would*.

4. A qualifying word is usually joined to the word it qualifies, as *good man*.

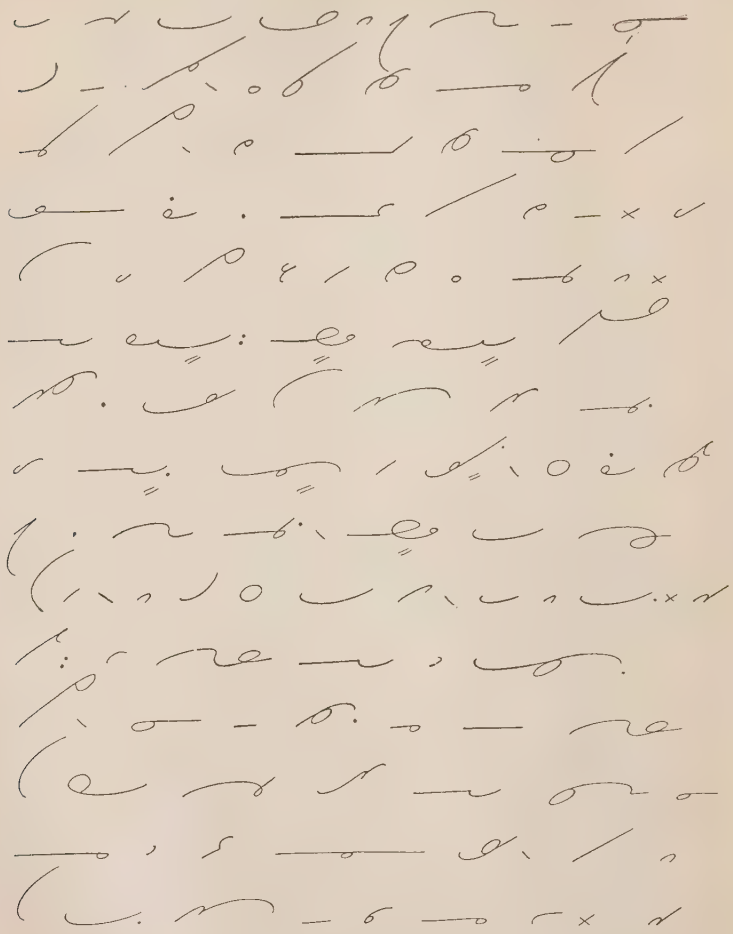
5. The words *to*, *of*, *in*, *with*, *and* generally are joined to the word following, as *to the*, *of which*, *in that*, *with that*, *and will*.

6. Words that do not make an easily written, distinctive joining should not be phrased.

31. Phrase Drill. The simple phrases given in the drill below are of very high frequency and will serve as models for other phrases:

of the	and the	will be
to the	that the	of you
it is	by the	it was
I am	you can	he was
to you	at the	is the

32. READING AND DICTATION PRACTICE



33. WRITING PRACTICE

1. You will need a keen memory when you go to the market today.

2. When you take the grain to the mill you can get your money.

3. Many of our men will go to the train in the rain to greet the team.

4. I am not any more eager to be in debt to you than you are.

5. I am ready to go the limit in getting you the money you need.

6. He had a great desire to read, but he had little time and his reading was limited.

7. I am not willing to go by train, but you can make me a minimum rate by air and rail.

8. The data you need will be ready by the middle of the month.

9. The mill was then making a good metal tag at the rate of eighty a minute.

10. In his dream he was being attacked in the dark by an enemy.

Dear Sir: I am eager to eliminate without any more delay the error made in the minimum grain rate to Erie. I can meet you at Erie any day you desire. My time is limited and I cannot be there more than a day. It would be well to get all the data in hand by the time you are ready to go. I will meet you any day you can be there. Yours truly,

CHAPTER II

UNIT 4

THE DOWNWARD CHARACTERS

34. The characters for the consonants in this chapter are derived from another elliptical figure:

Letters P B F V CH J SH S

Signs

Words put be by but for have which change shall ship is his

Left motion: P B S

Right motion: F V S

35. All these characters are written downward. *Ch* is named *chay*, and *sh* is named *ish*. The signs for *sh* and *s* are very small. As *s* is one of the most frequent sounds in the language, two signs are provided for it to facilitate joining in various combinations. The following memory aids will be useful:

CONSONANT COMBINATIONS

36. Many of the consonants follow each other consecutively; for example, *r* and *l* frequently follow *p*, *b*, as in *play*, *brave*. As skill in writing such combinations is essential to speed and accuracy, the following movement drills should be practiced until fluency is secured.

37. Pr and Pl. In writing *pr* and *pl*, start to the left:

pr pl

pray		play		pledge	
prayer		plate		wrapper	
prim		plea		pepper	
preach		plead		apple	

38. Br and Bl. In writing *br* and *bl*, start down, thus:

br bl

brain		breach		blame	
braid		bridge		bled	
braided		brief		blade	
brim		brave		blare	

39. Fr and Fl. In writing the combinations *fr* and *fl*, the angle is rounded to give fluency. The motion is just the same as in writing a part of the longhand *y*:

fr —

fl =

fray		fresh		flame	
frail		flee		flap	
fret		fleet		flash	

40. FREQUENT-WORD DRILL

if		frame		page	
half		flat		able	
age		play		break	
each		plan		cash	
she		paper		range	
fear		reach		happy	
feel		back		black	
felt		check		trip	
free		live		happen	

fair		bear		help	
affair		bread		labor	
fail		shape		pretty	
chief		leave		even	

41. BRIEF FORMS FOR COMMON WORDS

one, won		from, form		never	
after		been, bound		should	
people		very		over*	
about		before		ever	
most		much		every	

*The sign for the prefix *over* written above a following character is used to express the word *over*.

42. As a prefix, *after* is expressed by *af*. In compounds, *every* is expressed by *ev*.

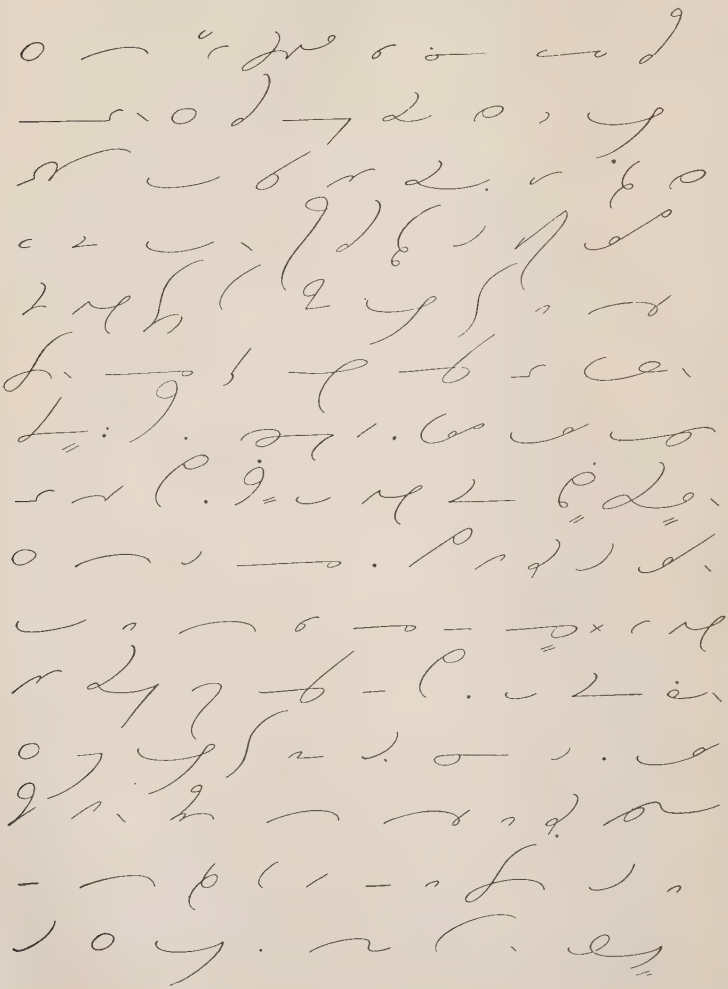
43. The word, *been* following *have*, *has*, *had* is phrased and is expressed by *b*:

have been	has been	had been

44. BUSINESS ABBREVIATIONS

Dear Madam: Very truly yours, Yours very truly,

45. READING AND DICTATION PRACTICE



UNIT 5

THE SIGNS FOR S

46. The signs for *s*, written downward, are taken from a small elliptical figure, thus:

Memory aid:

The right-motion *s* is called "right *s*"
The left-motion *s* is called "left *s*"

47. In practical writing the sound of *z* is expressed by the sign for *s*, since no confusion arises from using the same character for both sounds in connected writing. We already are accustomed to writing and reading *s* for *z* in English, as in *rays*, *praise*.

It is *seldom* necessary to make a distinction between *s* and *z*, but when it is, a short dash is struck at a right angle to the sign for *s* to show that it has the sound of *z*, thus:

race raise gas gaze

48. The base of the first consonant of a word rests on the line of writing, but when *s* precedes another consonant, the base of the consonant following the *s* is placed on the line.

49. Initial and Final S. 1. Before and after *p*, *b*, *r*, and *l*, and after *t*, *d*, *n*, *m*, and *o*, the left *s* is used:

sips phrase daze

sables slim knees

series tease mass

2. In all other cases the right *s* is used:

saves seeds sashes

seeks snap sketches

staff smash sages

A circle placed outside the angle in any of these joinings does not change the motion.

50. FREQUENT-WORD DRILL

sell spell salary

sale spread self

piece spare trace

pass space dress

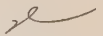
base less class

busy slip crazy

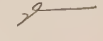
press sleep see

praise asleep say

place sales as

has
same
steel 

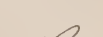
these
sense
steam

easy
seems
stage 

season
sit
stiff

affairs
seat
stay

safe
said
stick

save
sad
set 

case
niece
sat

kiss
miss
settle

guess
days
silk

gas
dance
needs

sick
since
ladies

sake
hence
chance

scheme
minutes
ages

seen
step
sketch

seem
steps
study

51. S Between Strokes. When a circle vowel immediately precedes *s* between strokes, treat the *s* as belonging to the preceding consonant; if the circle follows the *s*, the *s* should be treated as if it belonged to the following consonant:

cast		mask		least	
guest		grasp		risk	
taste		accede		pressed	
task		chest		raised	
desk		vast		ransack	
mist		visit		mason	

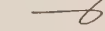
52. The Ses Sign. The *ses* sound as heard in *faces*, *basis*, *races*, *cases*, *census*, etc., is expressed by joining the two *s* signs as a blend:

senses		ceases		basis	
cases		thesis		census	
masses		traces		analysis	

NOTE: In rapid writing, the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare the following:

face faces lease leases

53. BRIEF FORMS FOR COMMON WORDS

under*		cause, because		work	
must		thorough-ly, three		part	
some		think, thing		matter	
such		system, says		again	
first		public, publish		against	
business		far, favor		always	

* The sign for the prefix *under* written above a following character is used for the word *under*.

54. The suffix *thing* is expressed by a dot in the following words:

anything something everything

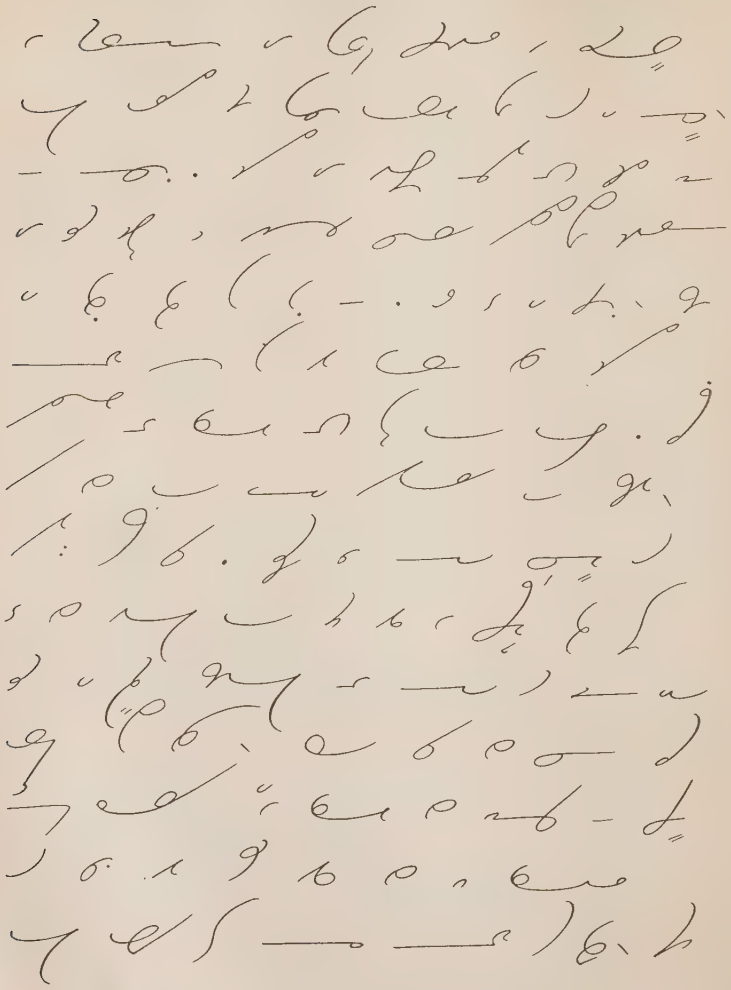
55. Plurals of Brief Forms. The plurals of brief forms ending in *s* are formed by adding another *s* of the same motion, thus:

cause causes business businesses

In other brief forms the plurals are formed by adding *s* to the singular forms, thus:

parts changes ships forms

56. READING AND DICTATION PRACTICE



UNIT 6

57. The Letter X. When *x* occurs at the end of or within words, it is expressed by *s* slightly modified in slant, thus:

mix fix tax

mixes fixes taxes

NOTE: The plural is formed by adding *s* as shown in *mixes*, *taxes*.

SIMPLE SUFFIXES

58. The suffix *shun* (*sion*, *tion*) is expressed by *sh*:

mention fashion vision

nation action session

mission faction evasion

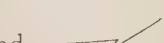
diction affection section

59. The Past Tense. The past tense is expressed by *t* or *d*:

1. After abbreviated words a disjoined *t* placed close to the preceding character is used to express the past tense, thus:

changed timed liked willed

2. In all other cases join *t* or *d* if a distinctive and facile joining is possible; otherwise, disjoin *t* (as in *glared*, *tapered*) to express the past tense, thus:

passed	raced	shaped
praised	mentioned 	reached
visited	risked	checked
labored	glared	tapered
traced	fixed	feared

60. BRIEF FORMS FOR COMMON WORDS

also	letter, let	until
nothing	present, presence	got
between	big, beg	gave
another	give, given	next
woman	tell,* till	soon
morning	still	name

* The *s* is added to *tell* by changing the circle into a loop, thus: *tells*

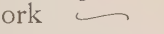
BRIEF FORMS AS PREFIXES

61. A brief form is frequently used as a prefix or as part of another word, as illustrated in the following:

almost inform formal

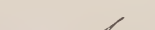
income begin anyone

increase began overwork

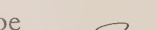
instead forgive undergo 

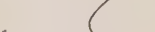
ago forgot handle

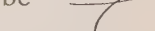
62. FREQUENT PHRASES

for the you have would be 

to be* there is can be

with the of his may be 

I have for you and that 

from the if you as the 

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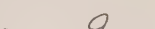
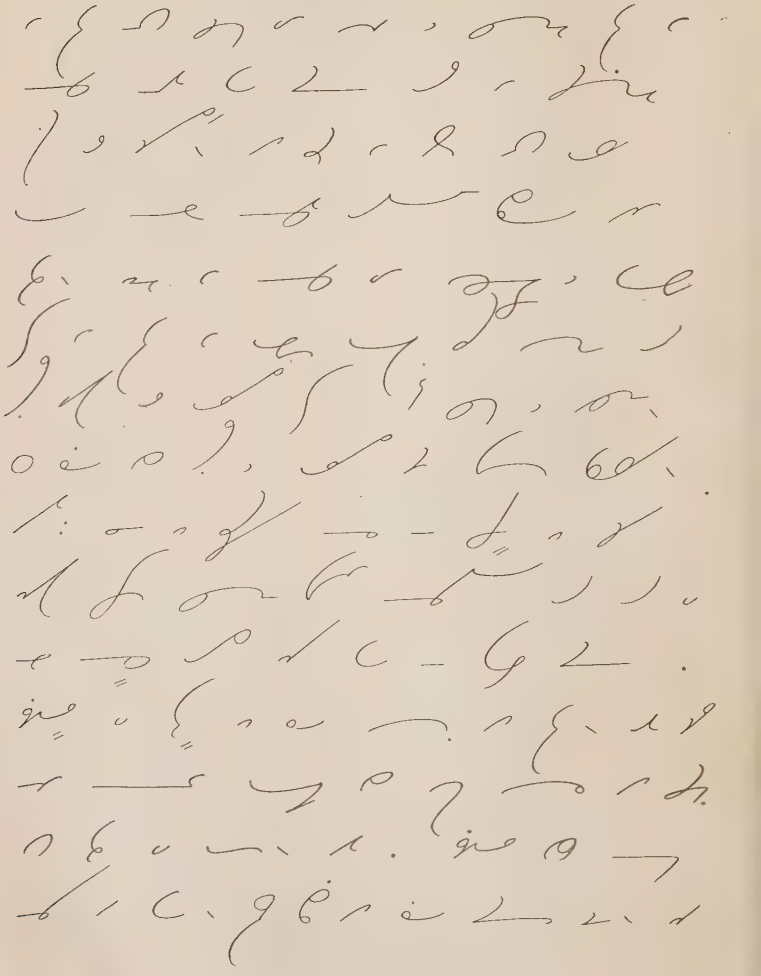
there are in this of all 

* Before a downstroke, *to* is expressed by *t*.

63. READING AND DICTATION PRACTICE



64. WRITING PRACTICE

1. I shall not leave here today for my trip to France, as I am too busy, but I shall finish everything soon.

2. It may be that such a change in the history classes will help to settle the matter for you.

3. He will cash the pay check if you will present it at his desk.

4. Since she is changing her plans to stay here some time before going to the city, I think it will be well to leave the matter as it is for the present.

5. Because the business in that part of the country is not good he will remain there another month to go thoroughly into the planning of a sales campaign.

6. It is plain that if any action is to be taken it must take place before the session ends today.

7. He fixed the time at six and said that the men were asleep.

8. I shall not fail to mention that the basis of his claim is very flimsy and that I feel that his figures should be thoroughly studied and checked before any decision is reached.

Dear Sir: The sale of the goods you shipped me in January is not going at all well. For one thing, the season has been very late, causing business to be slack. Can you think of anything that will spur our sales? It may be that business in other parts of the country is much the same as it is here and you have made some sales plans that will be of help to me. I should like to go over this matter with one of your men the first time one of them is in the city. Yours truly,

CHAPTER III

UNIT 7

THE Ō-HOOK

65. The lower half of the elliptical figure ⌀ is called the *o-hook*. It is used to express the following sounds:

ŏ	aw	ō
as in rot	*as in* raw	*as in* wrote
r ŏ t	r aw	r ō t

Key to Vowel Sounds: John Paul Jones.

NOTE: The sound *aw* is spelled in various ways, as in *fall*, *bought*, *taught*, *raw*. The same method of marking vowels is employed in this chapter as in the first.

66. FREQUENT-WORD DRILL

know	n ō		lot	l ŏ t	
law	l aw		road	r ō d	
low	l ō		load	l ō d	
wrote	r ō t		ought	aw t	

auto	aw t ō		hope	h ō p	
note	n ō t		show	sh ō	
bought	b aw t		shop	sh ŏ p	
brought	b r aw t		folks	f ō k s	
blow	b l ō		taught	t aw t	
ball	b aw l		caught	k aw t	
box	b ŏ x		coffee	k ŏ f ē	
job	j ŏ b		hog	h ŏ g	
talk	t aw k		occur	ŏ k 'r	
dog	d ŏ g		hotel	h ō t ĕ l	
noted	n ō ted		slow	s l ō	
notes	n ō t s		abroad	a b r aw d	
notice	n ō t ĭ s		broken	b r ō k 'n	
raw	r aw		open	ō p 'n	
loss	l ŏ s		off	ŏ f	
fellow	f ĕ l ō		often	ŏ f 'n	

so	s ō		phone	f ō n	
saw	s aw		notion	n ō shun	
sought	s aw t		motion	m ō shun	
sorry	s ŏ r ĭ		sober	s ō b 'r	
sorrow	s ō r ō		close	k l ō z	
soul	s ō l		model	m ŏ d'l	
soft	s ŏ f t		solemn	s ŏ l ĕm	
snow	s n ō		solid	s ŏ l ĭ d	

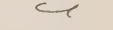
67. O-Hook Modified. To avoid an unnecessary angle, the slant of the *o*-hook is modified slightly before *n*, *m*, *r*, and *l*, thus:

When a downstroke comes before the *o*-hook, this rule does not apply, since the *o*-hook joins to downstrokes without an angle, as in:

pour shown bone pole

68. FREQUENT-WORD DRILL

on	ŏ n		home	h ō m	
own	ō n		known	n ō n	

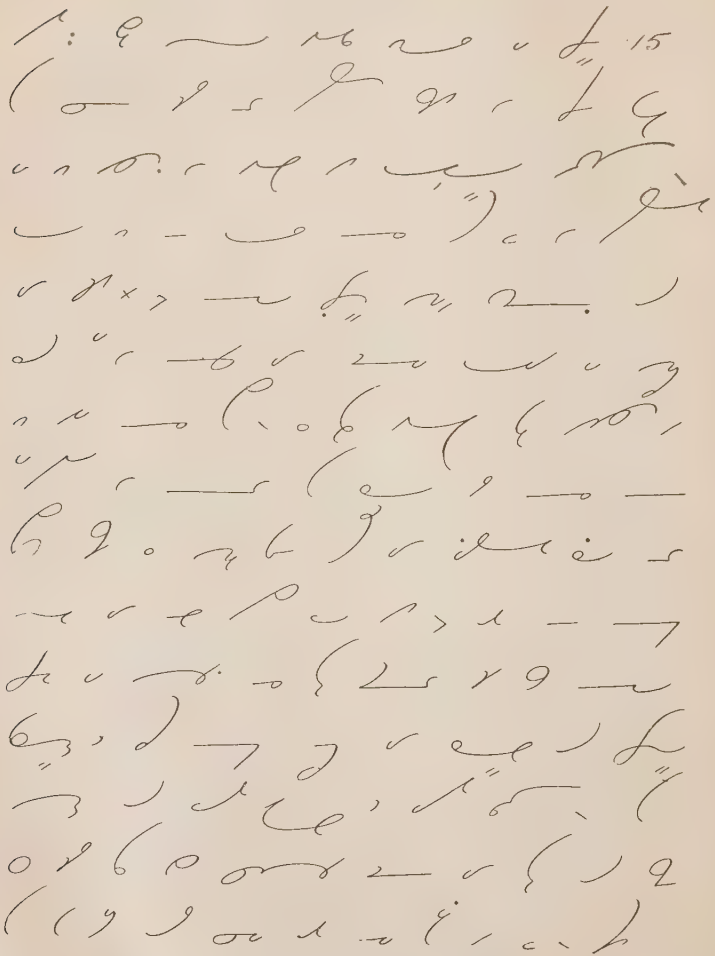
or	aw r		nor	n aw r	
roar	r ō r		omitted	ō m ĭ ted	
roll	r ō l		drawn	d r aw n	
lower	l ō ' r		horse	h aw r s	
whole	h ō l		alone	a l ō n	
loan	l ō n		store	s t ō r	
coal	k ō l		story	s t ō r ĭ	
tone	t ō n		college	k ŏ l ĕ j	
door	d ō r		grown	g r ō n	

69. BRIEF FORMS FOR COMMON WORDS

want*		glad, girl		call	
went*		during, Dr.		situation	
told		believe, belief		course	
order		possible		general	
small		purpose		several	
upon		receive		state	

* The *w* is omitted in *want* and *went*.

70. READING AND DICTATION PRACTICE



UNIT 8

METHOD OF EXPRESSING R

71. The circle is written with left motion to express *r* following the vowel:

1. Before and after straight strokes:

art mar arch share

2. Between straight strokes in the same direction:

tart dared church murmur

72. It is generally more facile to use the circle for the obscure vowel sound heard in *ur* as in *church*, *murmur*, *urge*, *hurt*.

73. FREQUENT-WORD DRILL

heart		urge		better	
hard		tear		later	
hurt		dare		sister	
heard		near		chapter	
earn		mere		motor	
arm		manner		cashier	
army		chair		minister	
harm		jar		teacher	

S FOLLOWING A LEFT-MOTION CIRCLE

74. The letter *s* is added to a final left-motion circle on straight strokes by changing the circle to a loop:

tears shares stairs

dares nears manners

75. BRIEF FORMS FOR COMMON WORDS

either deal, dear yesterday

above real, regard together

rather company, keep children

love become, book prepare

collect importance, important subject

capital necessary opinion

76. After abbreviated words and words ending in a left-motion circle on straight strokes, a disjoined *r* expresses *er*, *or*, thus:

caller dearer worker

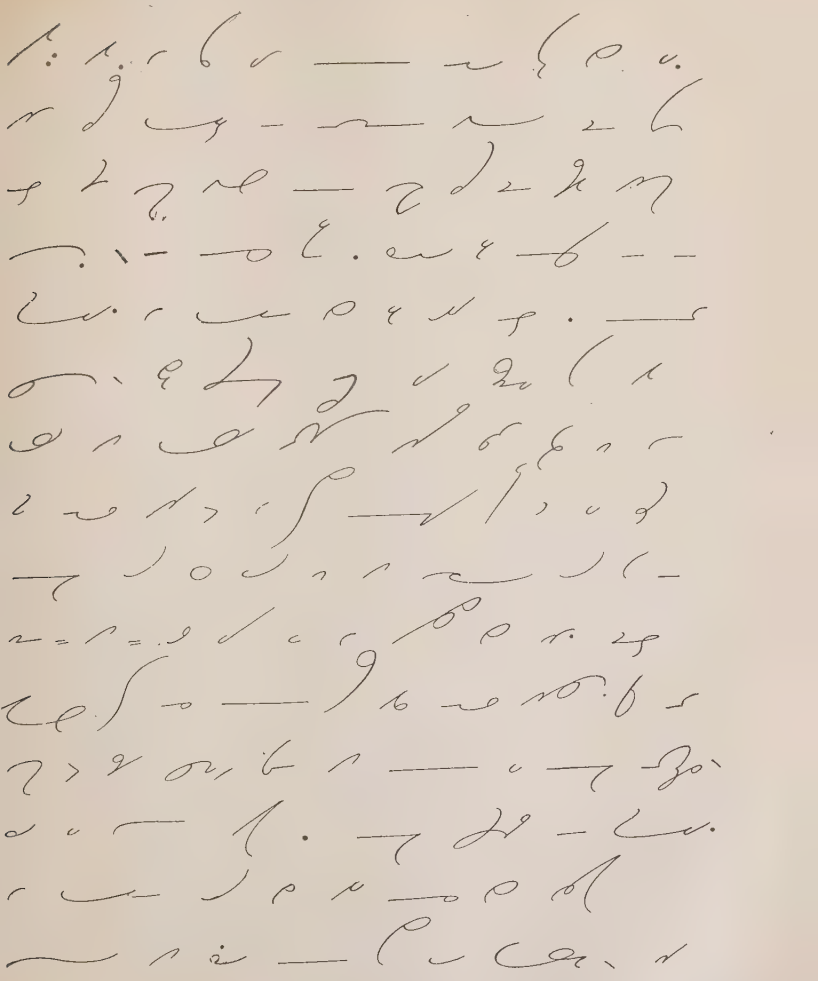
When the forms are distinctive, the *r* is joined, thus:

greater bigger smaller

When a brief form ends with the last *consonant* of a word, the left-motion circle is used to express *or*, *er* after straight strokes:

sooner former debtor

77. READING AND DICTATION PRACTICE



UNIT 9

THE TH JOININGS

78. The left-motion *th* is used before and after *o, r, l.* In other cases the right-motion *th* is used:

though		author		bath	
although*		earth		teeth	
thought		health		thief	
throw		both		theater	
throat		birth		thin	
thrown		path		cloth	

* The word *although* is a combination of *all* and *though.*

79. When *th* is the only consonant stroke, as in the brief signs for *that* or *they*, or is in combination with *s*, the right-motion *th* is used, as in *these* and *seethe.*

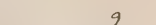
FREQUENT PREFIXES AND SUFFIXES

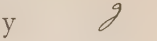
80. The prefixes *con*, *com*, *coun*, *cog*, followed by a consonant, are expressed by *k*. The suffix *ly* is expressed by a small circle; *ily* and *ally*, by a loop:

confess		council		conform	
confer		compel		county	

convention lonely formally

convey lately easily

convince early hastily 

concrete fairly readily 

safely wholly family

solely hardly totally

only heartily socially

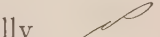
81. In words beginning with *comm* or *conn*, the second *m* or *n* is written, thus:

common connote commence

When *con* or *com* is followed by a vowel or by *r* or *l*, write *kn* for *con* and *km* for *com*, thus:

comedy comrade comic

82. After a circle vowel, *ly* is written on the opposite side from the vowel, thus:

dearly daily nearly 

83. To express the plural of brief forms ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *s*, thus:

names letters families

PHRASING PRINCIPLES

84. Before words beginning with a downward character or *o*, *r*, *l*, the word *to* is expressed by *t*:

to see to say to pay

to which to honor to work

to ship to our to place

85. When repeated in a phrase, *as* is expressed by *s*:

as well as as much as

as good as as great as

as low as as many as

86. After *be* or *been*, the word *able* is expressed by *a*:

have been able should be able

would be able will be able

87. FREQUENT PHRASES

on the with you about the

you are if the to give

must be as to you know

should be at our of it

that is		of their		which is	
in which		is not		on you-r	
of these		of which		with that	
more than		to get		from you	
your letter		to take		of its	
this is		in his		he will	
you may		if you will		you would	
he is		that this		to this	

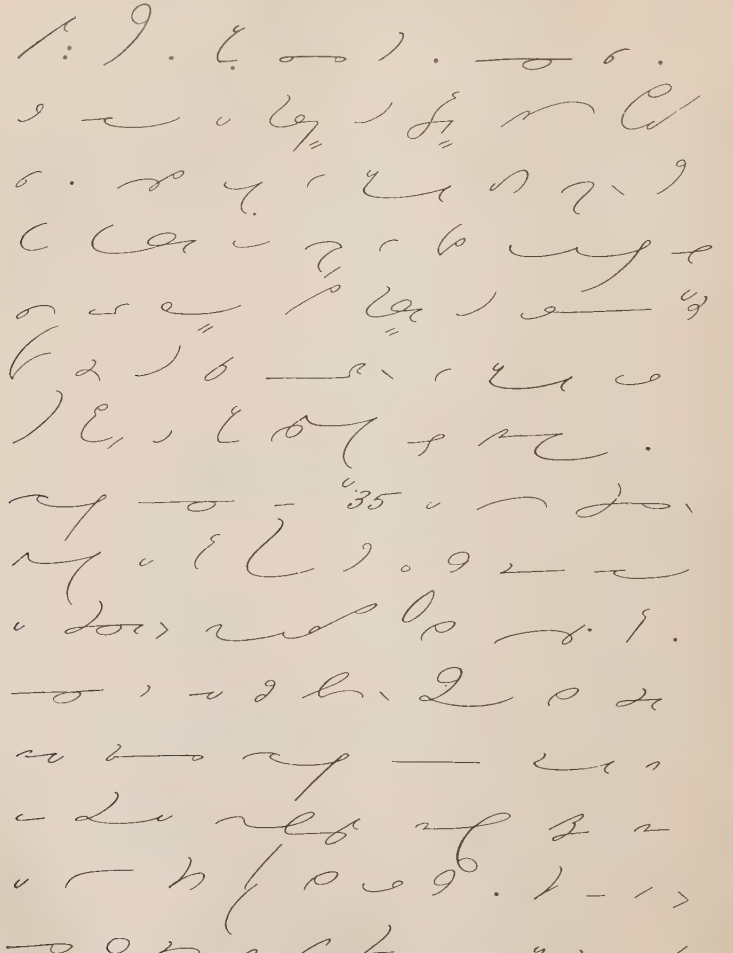
88. BRIEF FORMS FOR COMMON WORDS

send		special, speak		represent	
agree*		week, weak		already	
ask		floor, flour		value	
office		complete,† complain-t		employ	
official		immediate, immediately		express	
future		committee		knowledge	

* The prefix form for *agr-e-i*, a loop written above the following character, is used to express the word *agree*.

† The angle between *k* and *p* is maintained in the word *complete* to make a distinction between *complete* and *keep*.

89. READING AND DICTATION PRACTICE



90. WRITING PRACTICE

1. It is hard to say what is known about the model of the motor on which Horace Holliday is working. Several people have seen it and praise it.

2. After Bob bought the boat he noticed that the motor would stall often. After much analysis and pottering over it, he spotted the cause of grief. It was a little thing, and easy to fix.

3. The history of this country shows that a hardy, hard-working people, gifted with vision, can achieve what they fix as a goal if the goal has a meaning to the people in general.

4. It was a shock to her to hear that John Jones, after joking about it, really had started alone on an airplane trip to Havana and was nearing his goal.

5. The "Lone Eagle" did not cross the ocean merely by dreaming of it. He made ready for an epochal trip by planning every detail. Study, hard work, and the bravery to face peril without flinching helped him to achieve his aim and to place his name on the scroll of the great men of history.

Dear Sir: It will be necessary for me to stay here till about the end of January, as there are many matters of importance still to be finished. I am really glad that you were able to see Mr. Hartman and get that matter settled to your liking. Such matters may easily cause hard feelings. There is nothing at present that needs your presence here. The general situation seems to be as good as it is in the East. I have my heart set on making big earnings for the company here this month. I am working hard to achieve all possible. Yours truly,

CHAPTER IV

UNIT 10

THE o͝o-HOOK

91. The upper part of the small elliptical figure , which is called the *o͝o-hook*, is used to express the following sounds:

ŭ	o͝o	o͞o
as in tuck	*as in* took	*as in* tomb
t ŭ k	t o͝o k	t o͞o m

Key to Vowel Sounds:

The duck took to the pool.

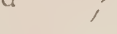
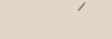
92. FREQUENT-WORD DRILL

who	h o͞o	hug	h ŭ g
do	d o͞o	does	d ŭ z
took	t o͝o k	up	ŭ p
true	t r o͞o	upper	ŭ p 'r
whom	h o͞o m	blue	b l o͞o

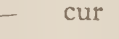
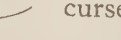
plus	p l ŭ s		fruit	f r o͞o t	
pull	p o͝o l		roof	r o͞o f	
lose	l o͞o z		luck	l ŭ k	
rug	r ŭ g		rub	r ŭ b	
rough	r ŭ f		foot	f o͝o t	
food	f o͞o d		shut	sh ŭ t	
fur	f ŭ r		sugar	sh o͝o g 'r	
supper	s ŭ p 'r		fool	f o͞o l	
dozen	d ŭ z 'n		tough	t ŭ f	
group	g r o͞o p		stuff	s t ŭ f	
cut	k ŭ t		truck	t r ŭ k	
cook	k o͝o k		us	ŭ s	
cup	k ŭ p		thus	th ŭ s	
oven	ŭ v 'n		smooth	s m o͞o th	
cousin	k ŭ z 'n		through	thr o͞o	

93. The combination *us* is written without an angle at the beginning of words, or when it follows a downstroke or *k*, *g*, as in *us*, *shoes*, *campus*, *cousin*, etc.

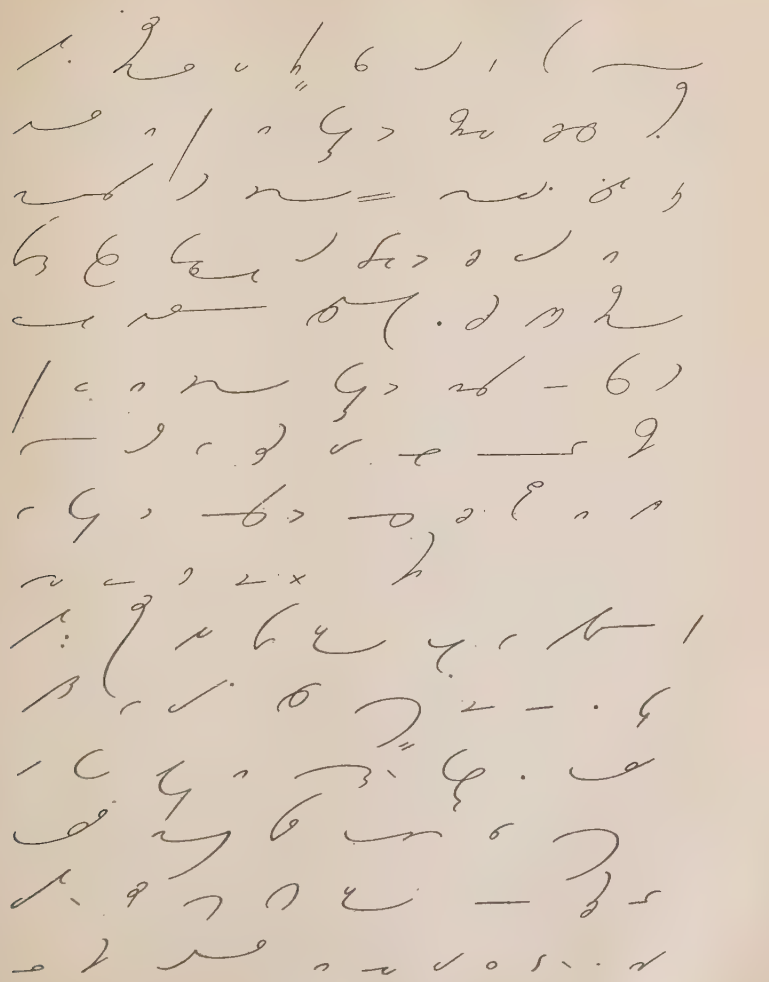
94. The $\overline{oo}$-hook Modified. To avoid an unnecessary angle, the $\overline{oo}$-hook is turned under after *n*, *m*. It is also turned under after *k* or *g* if followed by *r* or *l:*

mood	m o͞o d		canoe	k ă n o͞o	
none	n ŭ n		muff	m ŭ f	
noon	n o͞o n		nook	n o͝o k	
moon	m o͞o n		null	n ŭ l	
nut	n ŭ t		cool	k o͞o l	
numb	n ŭ m		cur	k ŭ r	
annul	ă n ŭ l		curse	k ŭ r s	

95. BRIEF FORMS FOR COMMON WORDS

care		skill, school		number	
carry		usual, wish		enough	
force		govern, -ment		position	
charge		expect, especial		question	
look		full		purchase	
clear		sure		remember	

96. READING AND DICTATION PRACTICE



UNIT 11

METHOD OF EXPRESSING W

97. By pronouncing the following words slowly it will be found that *w* has the sound of *oo*; therefore *w* is expressed by the *oo*-hook:

we = oo-ē

wave = oo-ā-v

wall = oo-aw-l

98. WORD DRILL

way	w ā		win	w ĭ n	
wet	w ĕ t		wane	w ā n	
wait	w ā t		women	w ĭ men	
weighed	w ā d		wake	w ā k	
wed	w ĕ d		wicked	w ĭ k ĕ d	
wedded	w ĕ ded		walk	w aw k	
width	w ĭ d th		weave	w ē v	
widow	w ĭ d ō		waste	w ā s t	

wash	w ŏ sh		weep	w ē p	
watch	w ŏ ch		web	w ĕ b	
wages	w ā j 's		wheat*	hw ē t	
wedge	w ĕ j		wheel	hw ē l	
wear	w ā r		whim	hw ĭ m	
weary	w ē r ĭ		whip	hw ĭ p	
wool	w o͝o l		whale	hw ā l	
water	w aw ter		whirl	hw ĕ r l	

* In the combination *wh*, as in *wheel*, the *h* is sounded first.

99. W within Words. In the body of a word it is more convenient to express *w* by a dash placed beneath the vowel following. In writing *sw* and a circle vowel, as in *sweet*, *swim*, *swell*, the hook for *w* is preferable to the dash:

quick		equity		squall	
queen		queer		swim	
quit		twin		swell	
quote		dwell		swift	
acquit		sweet		doorway	

100. A Before W or H. In words beginning with *a-h* or *a-w* the dot, placed on the line close to the next character, is used to express *a*:

ahead awake await

away awoke awaken

101. FREQUENT PHRASES

we are we are not we shall be

we will we will not we have

we shall we shall not we have been

we can we cannot we have not

102. BRIEF FORMS FOR COMMON WORDS

world house, whose suppose

reply remark, room whether

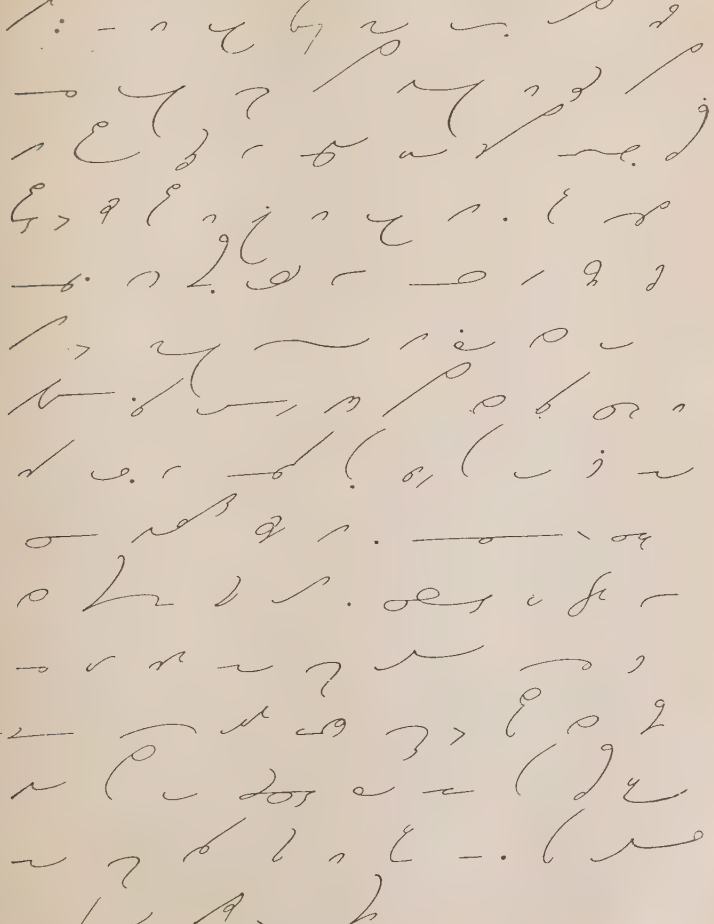
word follow, fall further

body accept, -ance explain

duty gone particular

bring nature report

103. READING AND DICTATION PRACTICE



UNIT 12

METHOD OF EXPRESSING Y

104. *Y* has the sound of long *e*, as in *yacht*, *yoke*, and when followed by a hook vowel is expressed by the small circle. *Ye*, as in *year*, *yet*, is expressed by a small loop; *ya*, by a large loop.

yacht		yellow		youth	
yawn		yoke		yarn	
year		yet		yard	

THE SIGNS FOR NG AND NK

105. The sound *ng*, as in *ring*, *rang*, is expressed by *n* written at a slightly downward slant; *nk* (sounded *ngk*), as in *bank*, *rank*, is expressed by a longer stroke on the same slant:

ring		drink		bank	
rang		sanction		blank	
rank		wing		king	
sing		frank		wrong	
songs		banquet		spring	

PREFIXES AND SUFFIXES

106. The vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a consonant; when a vowel follows the prefix the initial vowel is retained. *Ex* is expressed by *es*.

The suffix *ings* is expressed by a left *s* and *ingly* by a small circle substituted for the *ing*-dot:

infer		unseen		expense	
envy		engine		lovingly	
impel		innate		seem-ingly	
impres-sion		emotion		exceed-ingly	
embrace		emit		meetings	
emphasis		examine		savings	
indeed		excess		evenings	

107. The negative forms of words beginning with *un*, *in*, *im* are distinguished from the positive forms by inserting the initial vowel in the negative forms:

known		unknown	
action		inaction	
necessary		unnecessary	

103. FREQUENT PHRASES

of them
to ask
if you are

very much
we would
are not

when the
we should
we may

at all
does not
with us

into the
we must
will you

in reply
that they
through the

on our
to keep
for us

to go
which have
over the

did not
who have
as you

109. BRIEF FORMS FOR COMMON WORDS

long
strength, strong
character

among
communicate,-tion
effect

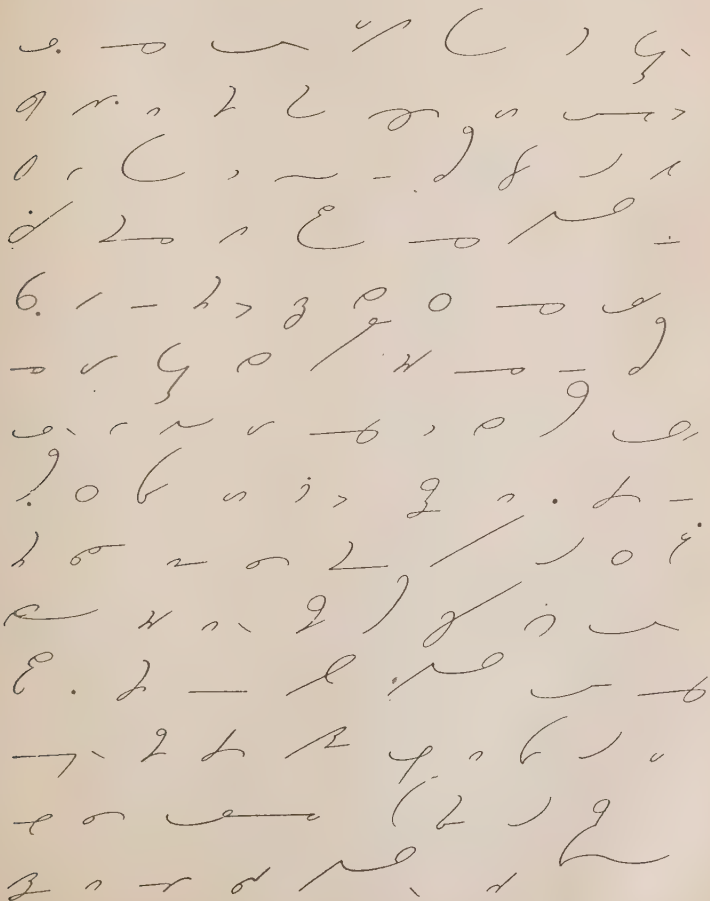
young
bill, built
return

yes
friend, friendly
answer

thank
else, list
experience

effort
car, correct
recent

110. READING AND DICTATION PRACTICE



111. WRITING PRACTICE

1. The couple were waiting at the club to meet the other members of the party.

2. For years we have been following this particular method of making reports at our bank.

3. He was unusually generous with his income, which naturally made him a favorite.

4. The girl was wearing a new pale-yellow sweater of soft angora wool and a dashing rainbow-colored scarf at the skating rink.

5. The men were weary from the long swim in the warm water of the bay.

6. After the wedding ceremony her uncle gave the couple and their friends a banquet at the Hotel Touraine.

Dear Mr. Jones: The orders that we gave you in our letter of May 1 about all purchases were clearly stated and very important, and we are glad that you have so regarded them. In the future we hope that we shall not have to question any of the purchases that you may make for our company.

You must remember that your position with us is based mainly on your skill in choosing clothing that is up to the minute in fashion and still cheap. We feel that we should caution you to study every day the changing fashions and at the same time keep your eye on the economic situation in the textile world.

We hope you can reach here soon enough Saturday, so that we may have a long chat. We want you to tell us all about your recent trip and to help you plan your next trip to Paris. Yours truly,

CHAPTER V

UNIT 13

THE DIPHTHONGS

112. A pure diphthong is the union in one syllable of two simple vowel sounds uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowel sounds of which the diphthongs are composed:

ū		*as in* fume	f ū m	
ow		*as in* now	n ow	
oi		*as in* oil	oi l	
ī		*as in* die	d ī	

NOTE: The diphthong *u* is a combination of $\bar{e}$ and $\overline{oo}$; *ow*, of *ä* and $\overline{oo}$; *oi*, of *aw* and $\bar{e}$. The sign for the diphthong *i* is a large circle with an indentation—resembling a combination of *ä* and $\bar{e}$, which, if uttered in rapid succession, yield a sound almost equivalent to $\bar{\imath}$. This sign is generally called "the broken circle."

The signs are written in their *sounded* order. The sign for the diphthong *i* is treated as a circle, and conforms to the rules for joining circles. Note how the diphthong *i* is written in the words *size*, *nice*, *price*, *mine*, which appear in the following word drill.

113. WORD DRILL

human		enjoy		white	
cute		join		wise	
few		boy		wide	
view		toy		ride	
now		voice		lie	
cow		high		price	
mouth		size		prices	
ounce		rise		prize	
vow		fight		apply	
bough		fine		supply	
annoy		file		comply	
noise		sign		cry	
oil		fire		nice	
soil		fly		mine	
choice		sight		realize	

type try dining

pipe tried twice

final dry excited

smile* drive tie

died design tire

* See *mile* in the brief forms below.

114. For convenience, long *i* is expressed by the large circle in the following words:

life line quite might

115. BRIEF FORMS FOR COMMON WORDS

use how, out side

power right, write wire

why while kind

night behind inquire

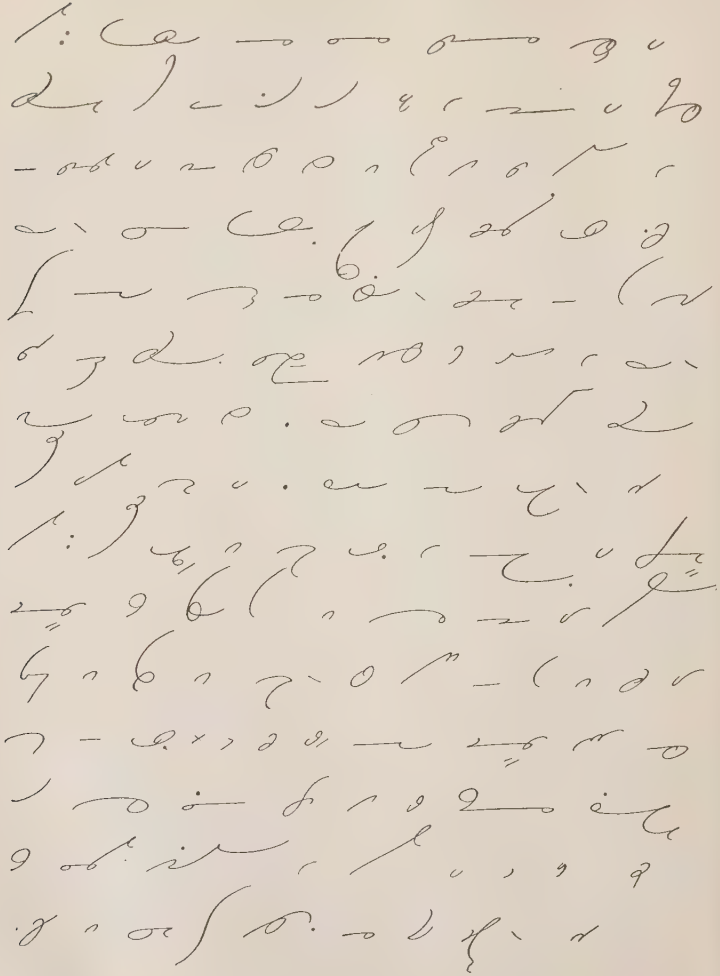
find point, appoint mile

light thousand require

116. When word forms end with the diphthong *i*, the double circle is used to express the diphthong and the termination *ly:*

lightly kindly rightly nightly

117. READING AND DICTATION PRACTICE



UNIT 14

OTHER VOWEL COMBINATIONS

118. In a few words, vowels follow one another consecutively without forming diphthongs, as in *poem*, *radio*, *showy*. In such words the signs for the sounds are written in the order in which the sounds occur:

poet snowy* radio

poem showy folio

*When necessary, the long sound of *o* in *oe* is marked to distinguish it from the diphthong *oi*.

119. Any vowel following the diphthong *i* is expressed by a small circle within the large circle:

via science riot

fiat diet prior

120. Short *i* followed by *a*, as in *mania*, is expressed by a large circle with a dot placed within it; *e* followed by the large circle vowel, as in *create*, is expressed by a large circle with a dash within it. These distinctions are seldom necessary, however:

aria cereal piano

area serial create

alias burial creation

OMISSION OF MINOR VOWELS

121. When two vowels not forming a pure diphthong come together, the minor vowel may be omitted. For convenience in writing many common words, the circle may be omitted in the diphthong *u*, as in *new*, *due*, *music:*

theory		due		idea*	
genius		music		ideal*	
arduous		amuse		genuine	
tedious		reduce		senior	
new		avenue		renewal	

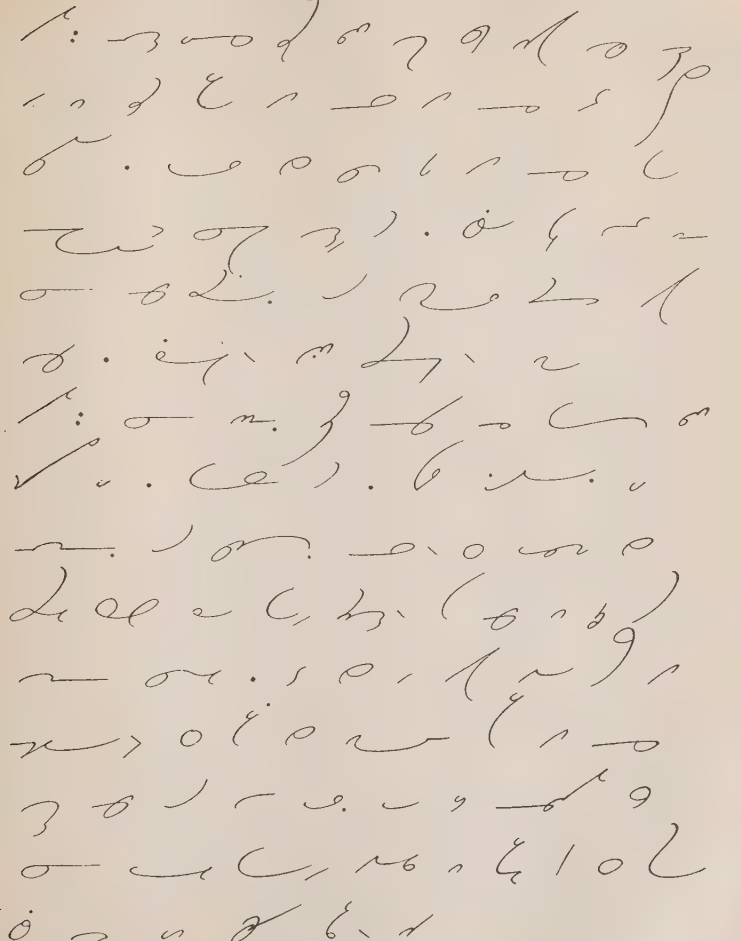
*The long *i* in *idea* and *ideal* is expressed by the large circle.

122. BRIEF FORMS FOR COMMON WORDS

dollar*		respect, respectful-ly		please	
object		arrange, arrangement		progress	
strange		consider, consideration		across	
trust		opportunity		various	
mail		throughout		enclose	
address		advantage		wonder	

* After numerals, dollars is expressed by *d*.

123. READING AND DICTATION PRACTICE



UNIT 15

OMISSION OF SHORT U AND OW

124. In the body of a word short *u* and *ow* are omitted before *n* and *m*, and short *u* before straight downstrokes:

sun	column	announce
sunk	lumber	million
fun	pump	crush
funny	bunch	clutch
town	jump	touch
down	brown	trunk
ton	begun	rush
done	summer	judge
run	sunshine	brush
rung	luncheon	drown

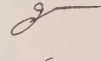
125. The omission of the vowel between two horizontal straight strokes is indicated by a jog, as in *announce*.

126. The vowel is omitted in the termination *sume:*

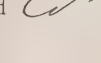
assume resume consume presume

JOINED PREFIXES AND SUFFIXES

127. The syllables *per*, *pro*, *pur* are expressed by *pr;* the syllable *ble*, by *b; ple*, by *p* (in the words given below only); *ment*, by *m:*

proper		trouble		sample	
process		sensible		example	
perhaps		miser-able		apart-ment	
permit		suitable		compli-ment	
permis-sion		avail-able		moment	
pursue		terrible		equip-ment	
promise		reliable		treat-ment	
prove		noble		element	
perform		payable		excite-ment	
profit		simple		payment	
valuable		ample		settle-ment	

128. When *pro* occurs before an upward character or *k*, it is more convenient to insert the vowel, as in:

procure produce produced 

COMPOUND JOINED PREFIXES

129. Two or more simple prefixes may be joined:

inform

conform

recognize

recommend

unforeseen

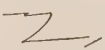
inexpensive

unimportant

unexpected*

inexperienced*

unaccountable*

uninformed 

unemployed

incomplete

improbable

* The initial vowel is not required in compound prefixes.

130. BRIEF FORMS FOR COMMON WORDS

problem

success

probable

except

stop

accord

person, personal

regret, regular

confident, confidence

correspond, -ence

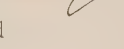
excel-lent, excellence

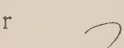
organize, organization

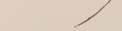
perfect, proof

satisfy, -factory

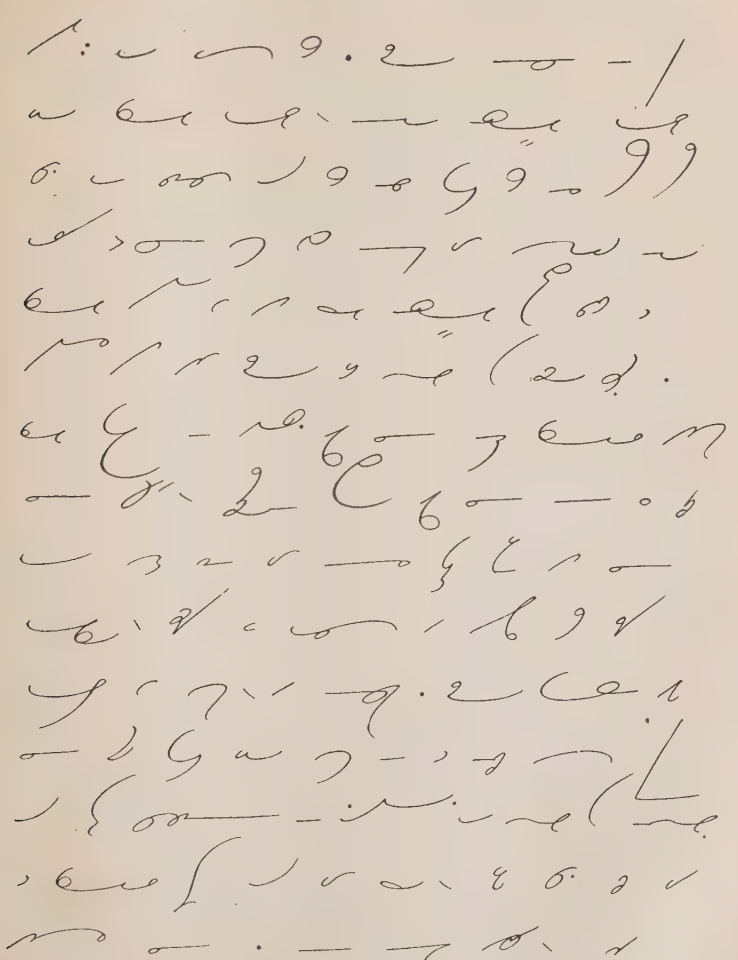
bed, bad

cover 

serious 

direct 

131. READING AND DICTATION PRACTICE



132. WRITING PRACTICE

1. You are quite right in saying that the price was too high and that the whole order of cereals should be returned. I should think that they could quote lower prices, owing to their greater purchasing power.

2. An ounce or so of light motor oil spread on the leaves of the springs of your car will banish all squeaks.

3. The boy's singing was enjoyed by his many friends who came to hear him in the huge hall of the Armory.

4. His office was equipped with several filing cases and a new type of filing desk.

5. The news of his appointment was announced over the radio at a special coast-to-coast hook-up.

6. He reduced the output of his mill to a million feet of lumber per day during the dull season.

7. His profits in oil were higher this month than they were in the month before.

Dear Sir: I should like to enlist your aid in preparing an evening of music to be given early in January on behalf of our Home Welfare Organization.

I think we should have a generous number of arias from the leading operas and a few piano and violin solos. Perhaps we could also get Mr. Hoyle to give his talk on the poetry of music. We must not forget also to present some numbers for the enjoyment of the children who will be present.

Will you not join with us in helping to arrange something of an unusually high character this year? Yours truly,

CHAPTER VI

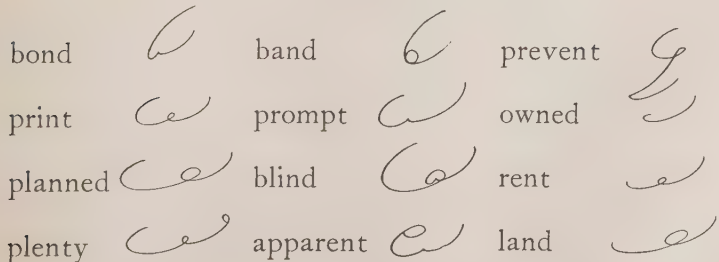
UNIT 16

BLENDED CONSONANTS

133. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:

134. The *-nt*, *-nd* blend is an *upward* curve, corresponding in length to the sign for *f;* the *-mt*, *-md* blend is an *upward* curve, corresponding in length to *v*. The *n* or *m* governs the length of the curve; the curve containing *m* naturally is longer. At the beginning of words, short *e* and short *i* are omitted before these blends, as in *entry*, *empty*, *induce*, etc.

135. WORD DRILL



around seemed grant

entry second convent

Indian fastened ground

empty signed trimmed

refund event strained

laundry front winter

joint framed inventory

sound exempt moaned

found count doomed

sent gained ashamed

136. The Ld Combination. The combination *ld* is expressed by giving *l* a swinging upward turn at the finish:

old fold gold

older field killed

yield failed filed

held wild child

hold cold sealed

sold colder appealed

137. DAYS AND MONTHS

Sunday January August

Monday February September

Tuesday March October

Wednesday April November

Thursday May December

Friday June

Saturday July

138. BRIEF FORMS FOR COMMON WORDS

entire refer, reference receipt

copy remit, remittance unable

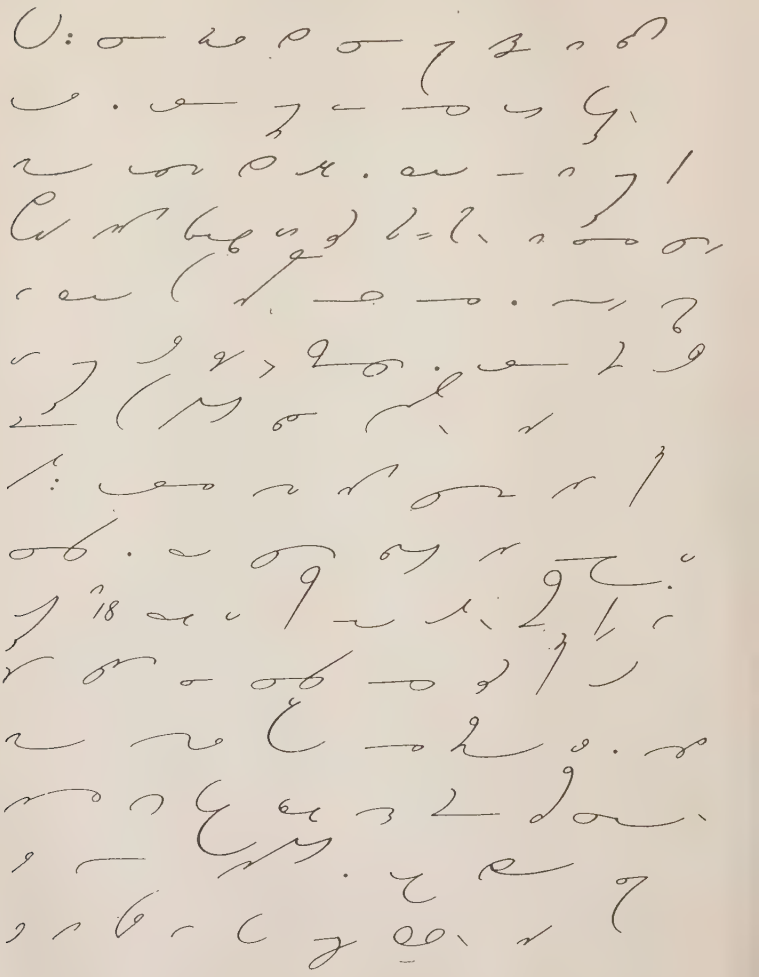
stock suggest, suggestion enable

stand individual invoice

allow attention industry

draft acknowledge oblige

139. READING AND DICTATION PRACTICE



UNIT 17

JENT-PENT, DEF-TIVE BLENDS

140. By rounding off the angle, as shown in the previous blends, the following useful signs for syllables are obtained:

blended becomes and expresses *jent-d*, *pent-d*

blended becomes and expresses *def-v*, *-tive*

141. WORD DRILL

spend		cheapened		defeat	
expend		carpenter		defer	
happened		pageant		defy	
opened		impending		divine	
cogent		native		deficit	
legend		devout		division	
ripened		divided		device	
gentle		devoted		defend	
genteel		divorce		defense	
Gentile		endeavor		define	

sensitive positive motive

restive creative captive

142. SPECIAL BUSINESS PHRASES

Gentlemen

Dear Mr.

My dear Sir

Yours sincerely

Sincerely yours

Very sincerely

Yours very sincerely

Yours respectfully

Respectfully yours

Very respectfully

Cordially yours

Yours cordially

143. BRIEF FORMS FOR COMMON WORDS

move

agent

spirit

credit

appear

beauty

differ-ent, difference

approximate

deliver

instant, instance

response, responsible

railway, rule

quality

definite

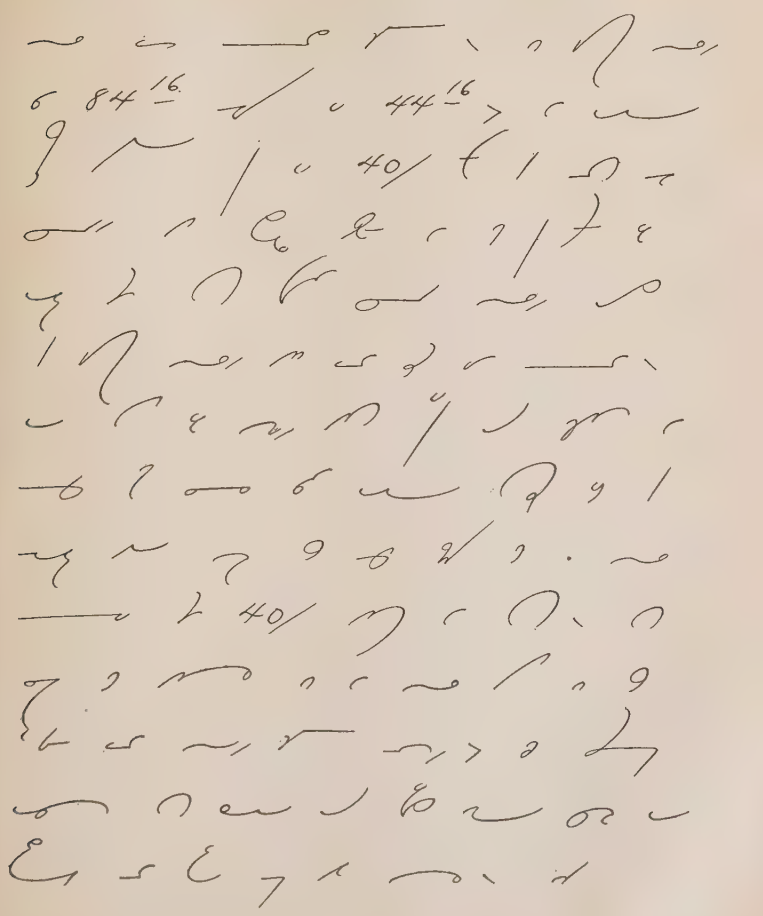
tomorrow

influence

mistake-n

altogether

144. READING AND DICTATION PRACTICE



UNIT 18

FREQUENT WORD-BEGINNINGS

145. The vowel is omitted in the prefixes *be*, *de*, *re*, *dis*, and *mis:*

below		discover		reason	
beneath		dispel		reasonable	
besides		dispatch		reception	
delay		display		review	
debate		dislike		revise	
deceit		disgrace		replace	
decision		dismiss		repent	
depress		repair		mislaid	
depart		resign		mishap	
depend		reform		misery	

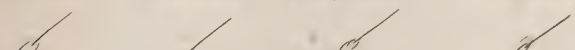
146. The vowel is retained when *de* precedes *k*, *g*, as in *decay*, *degrade*.

147. The vowel is retained when *re* precedes the forward characters *k*, *g*, *r*, *l*, *n*, *m*, *t*, *d*, as in *recast*, *regain*, *rewrite*, *relate*, *renown*, *retail*.

PHRASING PRINCIPLES

142. The word *had* when following a pronoun is expressed as shown in the following illustrations:

I had he had they had we had you had



149. The phrases *was not* and *is not* are expressed easily and legibly by using the blending principle:

was not he was not it is not

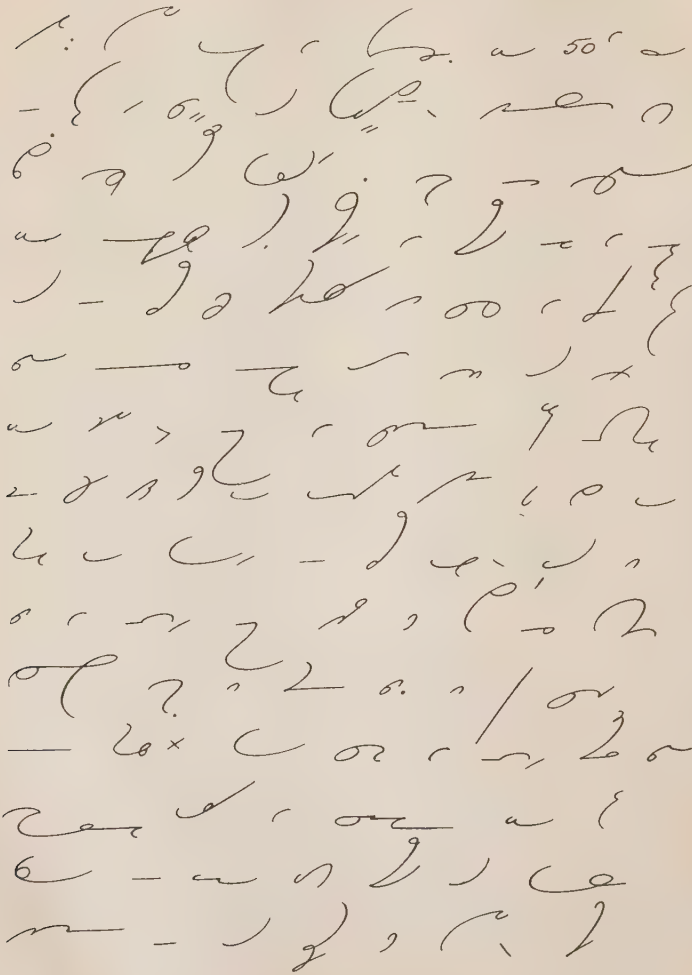
it was not there was not there is not

NOTE: If the contractions *wasn't, isn't,* etc., need to be positively indicated, the apostrophe is placed above the forms.

150. BRIEF FORMS FOR COMMON WORDS

record		improve, -ment		newspaper, inspect	
advertise		acquaint- -ance		sufficient	
previous		nevertheless, envelope		merchan- dise	
occasion		insure insurance		determine	
quantity		educate, education		pleasure	
hundred		difficult, difficulty		catalogue	

151. READING AND DICTATION PRACTICE



152. WRITING PRACTICE

1. Apparently, this new house is endeavoring to underwrite the entire issue of the ship-canal bonds without calling upon any of the stronger and better-known houses.

2. Were you present yesterday evening at the reception to the new minister from France?

3. We have failed to find in the inventory any record of the number of batteries on hand December 31.

4. They discovered that the dispatch had not been delivered until after the stock market had opened.

5. The factory promptly made the consignee a satisfactory refund on the carload of goods.

6. It would be easier to replace those old buildings than to repair them.

7. I want you to change your window display every other day after closing hours.

8. The collection agency moved cautiously in the matter of collecting the old accounts that had been turned over to it by the Retail Dealers' organization.

9. The Committee will hold its second session at the White House tomorrow morning.

Dear Madam: In the hope that we may be of some help to you in completing your shopping list for the summer season, we wish to call your attention to our mesh bags. Our complete line gives you a wealth of unusually pretty styles at very reasonable prices.

A visit to our Jewelry Department to look at these bags will prove profitable to you. Very truly yours,

CHAPTER VII

UNIT 19

TEN-DEN, TEM-DEM BLENDS

153. By blending *t* and *d* with *n* and *m* facile blends result, which make possible the writing of many syllables with but one movement of the pen:

blended becomes and expresses *ten*, *den*

blended becomes and expresses *tem*, *dem*

154. WORD DRILL

sudden	continue	broaden
written	continued	danger
threaten	continues	tender
hidden	continuous	denote
extension	intention	dinner
evidence	deny	tonight
sentence	distance	tennis
condense	residence	contain

cotton	retain	timber
tenant	item	victim
sustain	items	attendance
captain	itemize	continent
obtain	attorney	bulletin
attain	autumn	tendency
dense	stamp	attainable
button	attempt	maintain
sweeten	freedom	estimate
audience	bottom	medium
detain	wisdom	temple
timid	temper	seldom

155. The blend is not employed when a strongly accented vowel or diphthong occurs in the syllable. Such words as *dean*, *dine*, *team*, *tame*, *dome*, *dime*, and other words of one syllable are written in full. The syllable *tain*, as in *maintain*, *attain*, however, is expressed by *ten*.

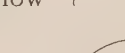
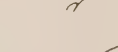
156. Where it is possible to use either *ten-den* or *ent-end*, as in *intention*, the right-motion blend is given preference.

PHRASING PRINCIPLES

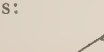
157. The blending principle makes possible some interesting and valuable phrases:

to me	to make	at any time
to my	at once	in due course
to meet	it must be	in due time
to mean	it may be	what to do
to know	at any	to draw

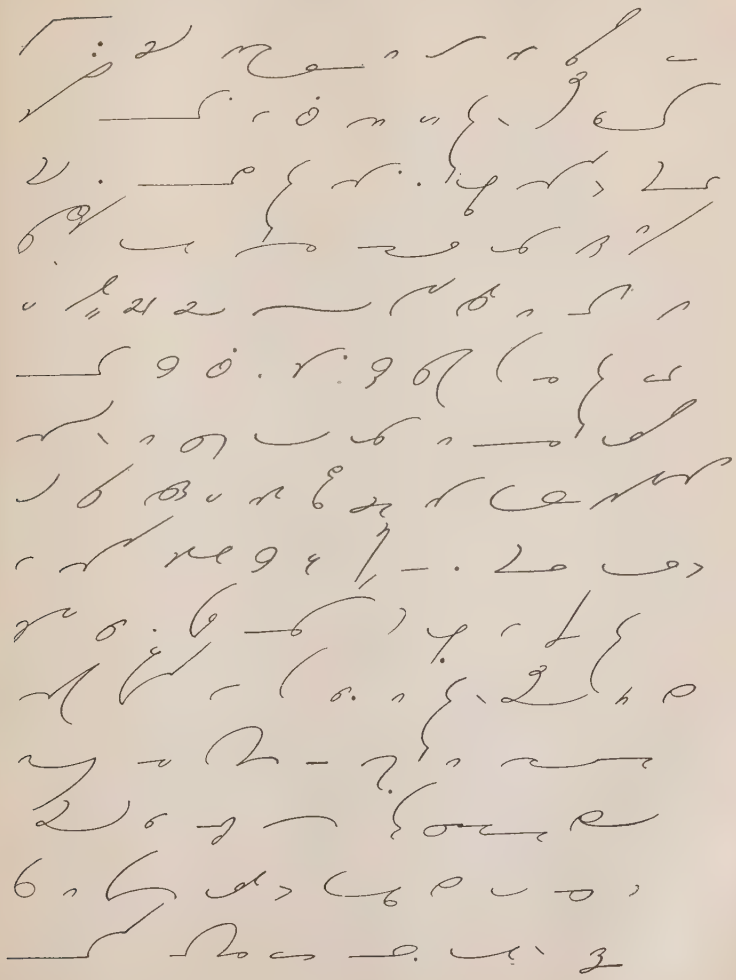
158. When *do-not* is preceded by a pronoun, it is expressed by the sign *den:*

I do not		we do not believe	
I do not see		they do not	
I do not know		they do not know	
I do not believe		you do not	
we do not		you do not know	

159. When necessary, *don't* may be distinguished from *do not* by writing *don* for *don't*, thus:

I don't	we don't 	they don't

160. READING AND DICTATION PRACTICE



UNIT 20

METHOD OF EXPRESSING R

161. A circle or loop is written with the left motion to express *r* following the vowel:

Between a downward character,

and a forward straight stroke, ; compare the following forms:

Right-motion: chat sham bin fame

Left-motion: chart charm burn farm

NOTE: The circle is placed *above* the next stroke after *p*, *b*, as in *burn*, *bird*, and below the next stroke in all others, as in *charm*, *farm*.

There is a tendency in rapid writing to curve a straight line when it is followed by a circle. Therefore the distinctive method of joining the circle when it is written with left motion after straight strokes is adopted to prevent any possibility of misreading. Compare *germ* and *bird* in the following drill:

162. WORD DRILL

barn		spurt		cheered	
bird		spared		shared	
period		experts		repaired	
barter		shirt		chairman	
burner		charter		germ	

convert
avert
adjourn
adjourned

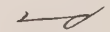
farmer
farmers
fern
fertile

varnish
pertain
burden
pertinent

163. Between a horizontal and an upward stroke the circle is turned with a left motion on the upward stroke to express *r* following the vowel:

cart
card
curt
guard
guard-ian
garden

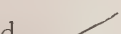
courtesy
courteous
current
merit
skirt
inert

guarantee
girder
smart
lard 
flirt
alert

164. Before straight lines, *s* in *ser*, *cer*, *sar*, and *th* in *ther*, *thir*, may be written contrary to the usual method of joining to express *r*:

desert
discern

concert
concern

insert
inserted 

insertion
search
sermon

assert
serge
third

asserted
surgeon
thirty

assertion
surmise
thermometer

165. R Omitted. In many words containing *ar*, *er*, *or*, *ir*, as in the words *large*, *serve*, *warm*, *sort*, *firm*, *circle*, *corner*, the *r* is omitted.

In applying this principle advantage is simply taken of dropping a sound that ordinarily is not stressed in speaking.

166. WORD DRILL

large
reverse
indorse

ledger
reserve
surprise

learn
toward
surplus

turn
towards
orchestra

terms
sport
quarter

north
born
war

northern
board
warn

cord
border
warmth

warrant		court		western	
serve		source		modern*	
service		storm		southern	
services		firm		assortment	
surface		circle		nervous	
sort		certain		worry	
corn		ascertain		worth	
corner		eastern*		worthy	

* The syllables *tern*, *dern* are expressed by *ten*.

167. The termination *worthy*, as in *noteworthy*, *trustworthy*, is expressed by *th* ĭ, and *worth* by *ŭth*, thus:

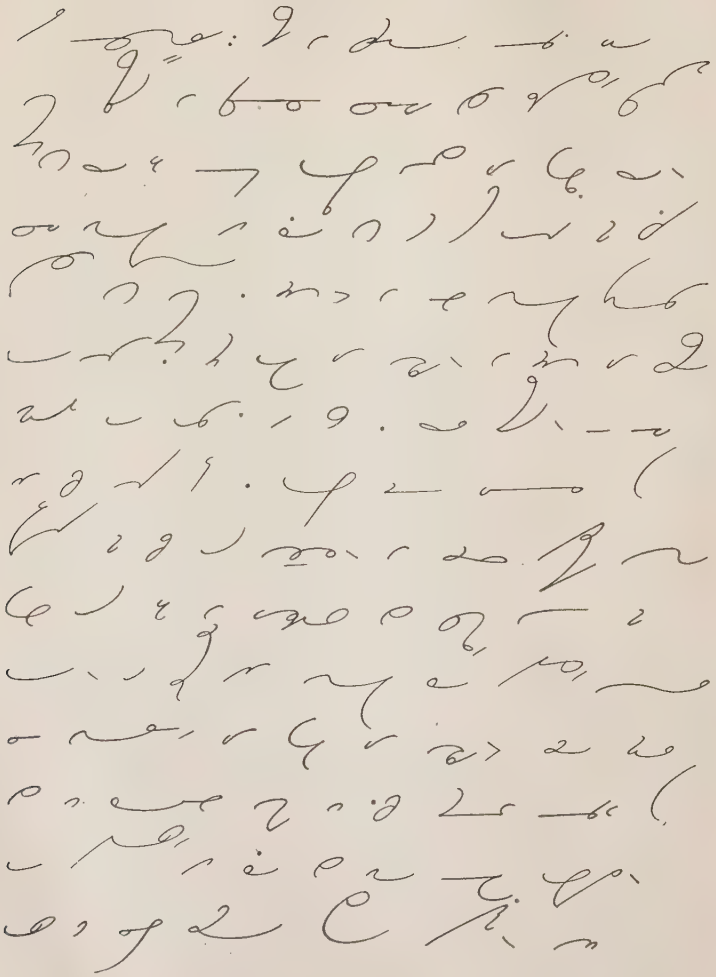
noteworthy trustworthy Ainsworth

168. The Syllable Ther. The syllable *ther*, as in *either*, *other*, is conveniently expressed by the sign for *th*:

mother		bother		father*	
neither		brother		leather	
gather		whether		hitherto	

* The left-motion *th* is used in *father* to distinguish this word from *faith*, which otherwise would have the same form.

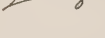
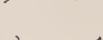
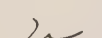
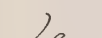
169. READING AND DICTATION PRACTICE



UNIT 21

COMMON PREFIXES AND SUFFIXES

170. The prefixes *for*, *fore*, *fur* are expressed by *f*. The suffixes *ful* and *ify* are expressed by *f*; *self* by *s*; *selves* by *ses*; and *age* by *j*:

forget		useful		itself	
forgive		notify		themselves	
forgotten		modify		ourselves	
foresee		certify		yourselves	
furniture		dignify		courage	
furnish		simplify		storage	
awful		myself		baggage	
wonderful		yourself		manager	
helpful		himself		average	
thoughtful		herself		package	

NOTES: (1) The syllable *ture* is written *tr*. (2) The vowel in *baggage* is omitted to distinguish the form from *package*. (3) When *for* or *fore* is followed by a vowel, disjoin *f* close to the next character, as in *forearm*. When *for* or *fore* is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*.

PHRASING PRINCIPLE

171. In phrases, the words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, *sure*, *possible*, are modified as shown below:

to *him*

I told him

we told him

I *hope*

we hope

I hope to hear

I am *sorry*

we are sorry

I *want*

you want

we want

if you want

do you want

early reply

at an early date

days *ago*

weeks ago

months ago

years ago

day or two ago

week or two ago

as near as *possible*

few days

few months

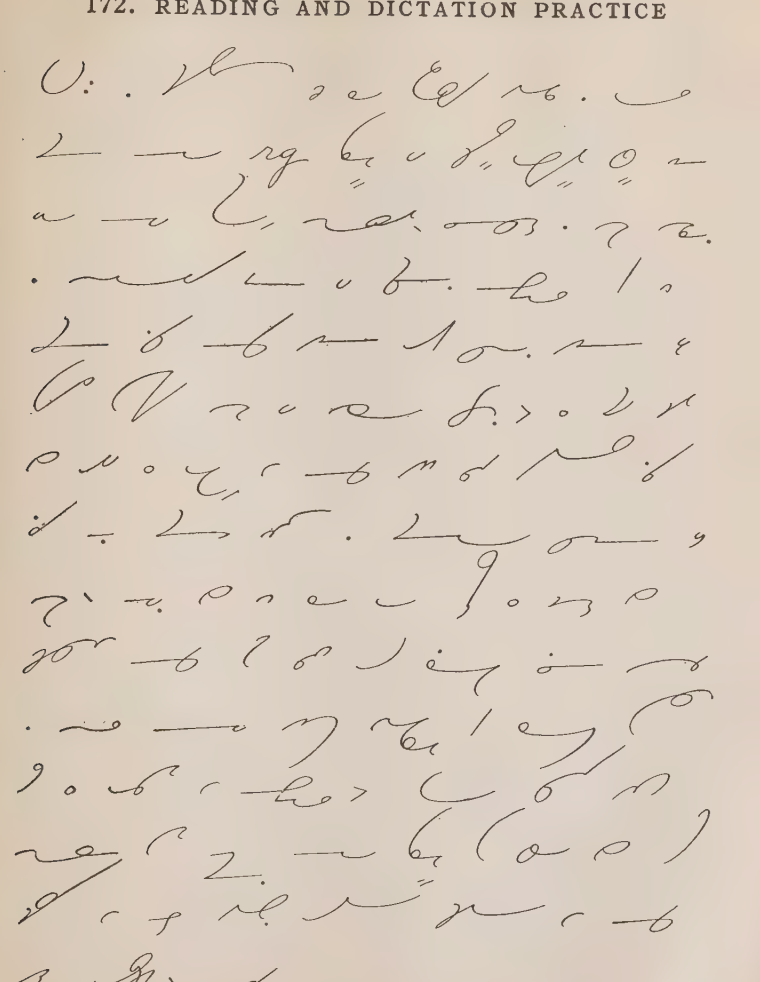
few minutes

be *sure*

we are sure

I am sure

172. READING AND DICTATION PRACTICE



173. WRITING PRACTICE

1. This property is apparently owned by a group that received it as a grant from the Government, and I believe it is tax exempt.

2. The trend is to employ better-trained people in the printing industries, to prevent the losses entailed by errors in judgment.

3. We look for a cold winter, which will have a pronounced effect on the lumber market in this section.

4. We are sorry that the catalogue did not reach you in time to be of service in this particular instance.

5. If you want to see him in regard to the matter about which we talked yesterday, phone him, and if he is unable to see you, then he will arrange for a meeting at a later date.

6. We have looked over the carbon copy of the letter in question and are unable to find any reference to previous prices.

7. Sufficient improvement has been noted in the trend of the market to advise you to buy now.

8. The vowel is inserted in the word "package" to enable the writer instantly to tell the difference between the forms for "package" and "baggage."

9. While at the village, I received a message from my employer asking me to forward a package to his foreign address.

10. I have forgotten his name, but I suppose the hotel people will remember him.

11. The paper has been properly signed by the joint owners and sent to the land office.

CHAPTER VIII

UNIT 22

OMISSION OF FINAL T

174. When slightly enunciated, *t* is omitted at the end of many words.

WORD DRILL

(*t* omitted after *s*)

best		largest		adjust	
rest		modest		adjustment	
west		hardest		disgust	
test		earnest		insist	
latest		honest		consist	
contest		request		persist	
protest		finest		resist	
detest		past		exist	
invest		last		artist	
oldest		just		exhaust	
forest		justice		cost	

175. WORD DRILL

(*t* omitted after *k*, *p*, *den*)

act project induct

enact affect adapt

fact defect adopt

exact detect abrupt

contact strict president

elect conduct evident

select product resident

erect deduct student

176. WORD DRILL

(*t* is written in the following words)

lost dust worst

east taste distant

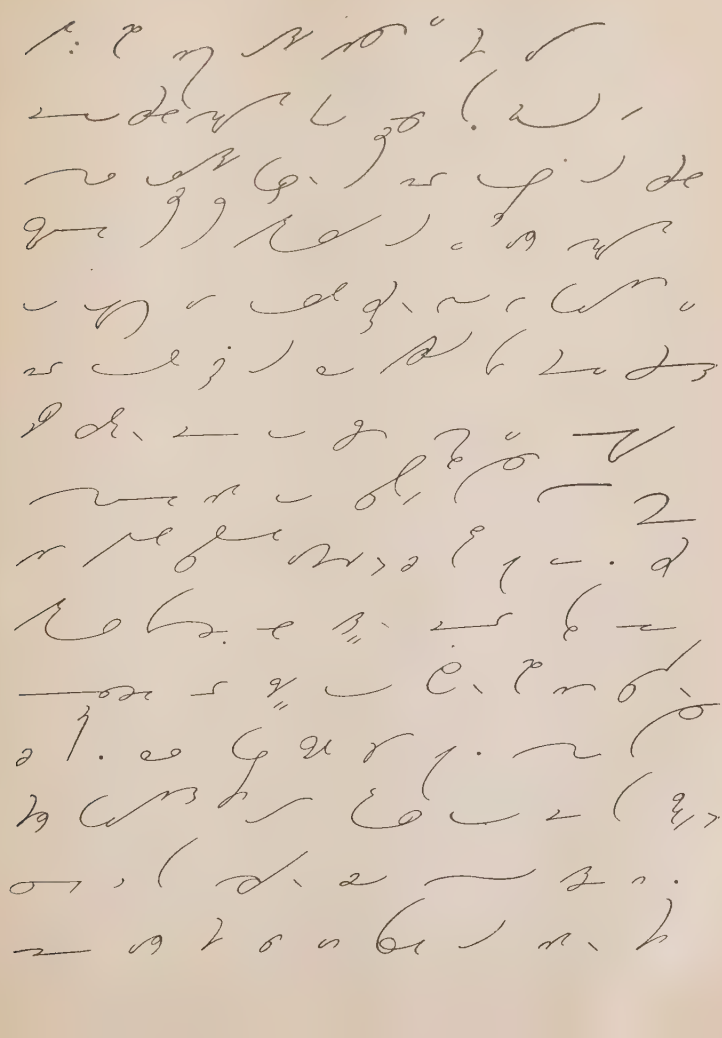
fast missed intent

cast mixed content

vast post extent

least coast patent

177. READING AND DICTATION PRACTICE



UNIT 23

OMISSION OF D

178. When slightly enunciated, *d* is often omitted:

mind dividend expound

remind intend compound

command extend compounds

demand extends abound

diamond pound beyond

179. The *d* is written in the following words:

commend contend attend

180. *D* is omitted when it immediately precedes *m* or *v*:

admit admir-able admon-ish

admit-tance advent adverb

admission adventure admire*

advocate adverse advance

advocacy adversary advise(ce)

181. In the words *admire*, *advice*, *advise*, *advance*, coming under this rule, the initial vowel also is omitted to facilitate phrasing,

as illustrated in the following useful phrases:

we admire in advance we advise

182. Where the last letter of a primitive form is omitted, the past tense is indicated by a disjoined *t*, thus:

contested insisted extended

requested demanded compounded

PREFIXES AND SUFFIXES

183. The syllable *ul* is expressed by the $\overline{oo}$-hook; *al* (pronounced *aw-l*), by the $\bar{o}$-hook. The sign *al* has already been given in the words *also*, *almost*. *Sub* is expressed by a joined *s; less*, by *l:*

ulster alterna-tive subway

ultima-tum submit thought-less

almanac substance home-less

alternate* subside needless

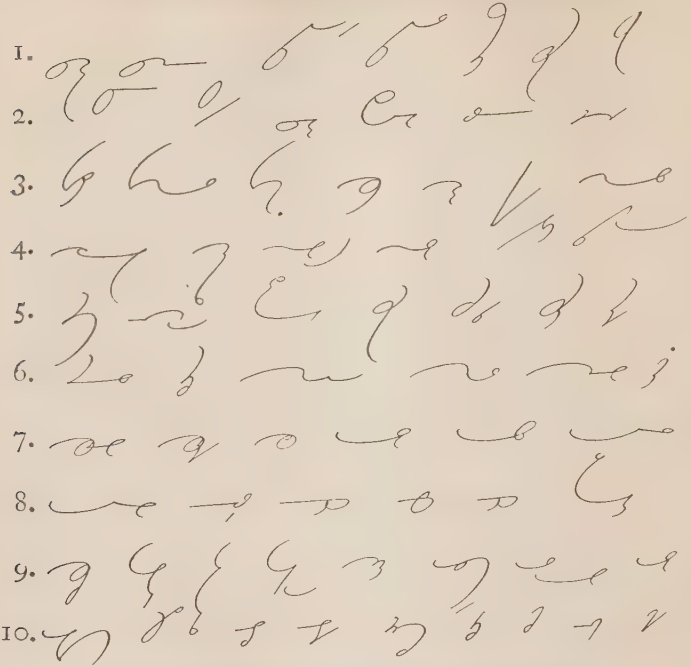
*For convenience, the root form of the word *alter* is retained in derivative forms, although the pronunciation changes.

184. Before *r*, *l*, *ch*, *j*, or a hook, *s* is written contrary to rule to express *sub*, as in *suburb*, *sublime*, *subchief*, *subjoin*.

185. When *sub* is followed by a circle vowel, *s* is disjoined and placed on the line close to the following character, thus:

subeditor subhead

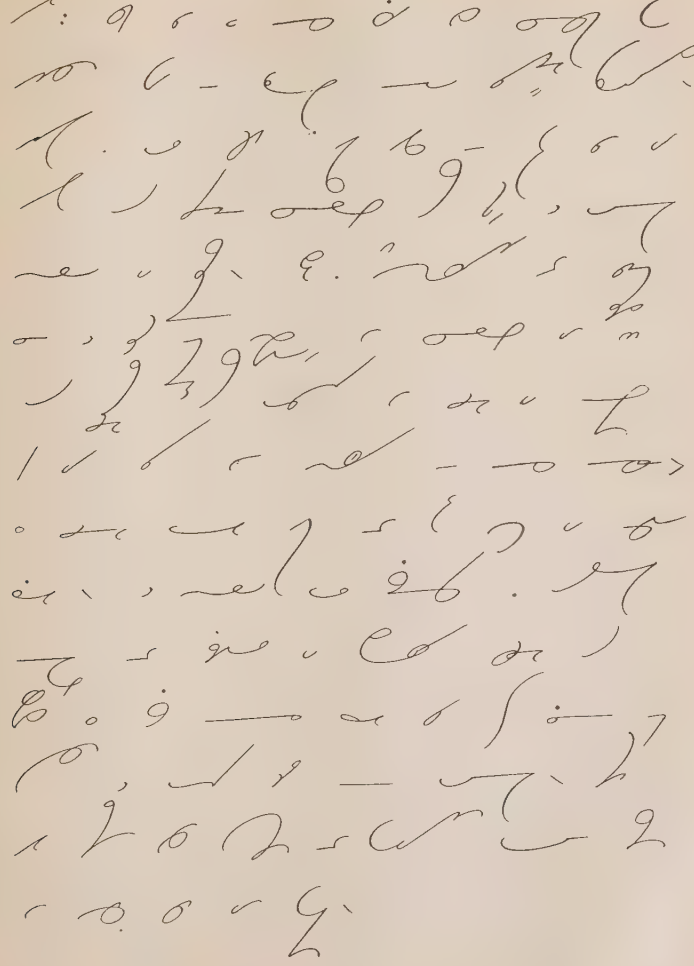
186. BRIEF-FORM DERIVATIVE DRILL



187. KEY TO BRIEF-FORM DRILL

1. acceptable, acknowledgment, addressed, addressee, advantageous, advisable, agreeable; 2. agreement, agreed, answers, appearance, appointment, asked; 3. beautiful, booklet, bookkeeping, careful, causes, charged, clearly; 4. collectible, considerably, correspondent, credits, desirous, educational; 5. effective, enclosure, explanation, favorable, favorite, favors, forced; 6. formerly, fully, greater, greatly, goodness, houses; 7. kindness, kindest, kindly, letters, likely, longer; 8. longest, mostly, myself, namely, names, obligations; 9. occasionally, preparation, publisher, purchaser, qualities, recovered, regardless, regards; 10. representative, satisfactorily, necessarily, necessity, successfully, surely, usually, unusual, wished.

188. READING AND DICTATION PRACTICE



UNIT 24

PHRASING PRINCIPLES

189. Words Omitted. Any unimportant word may be omitted where the sense requires its restoration in transcribing:

in the world

here and there

ought to be

ought to have

day or two

ought to receive

more or less

in reply to your

little or no

for the time being

one or two

question of time

week or two

out of the question

son-in-law

one of the most

one of our

sooner or later

in order to see

in a week or two

some of them

in reference to the matter

some of those

in regard to the matter

up to the time

by the way

on the market

on the subject

on the question

in the matter

in the market

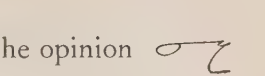
hand in hand

that is to say

able to say

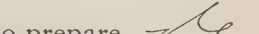
more and more

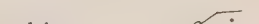
glad to see

I am of the opinion 

in such a manner

kindly let us know

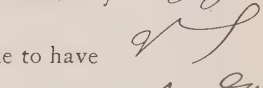
in order to prepare 

little or nothing 

one of the best

in a day or two

on account of the way

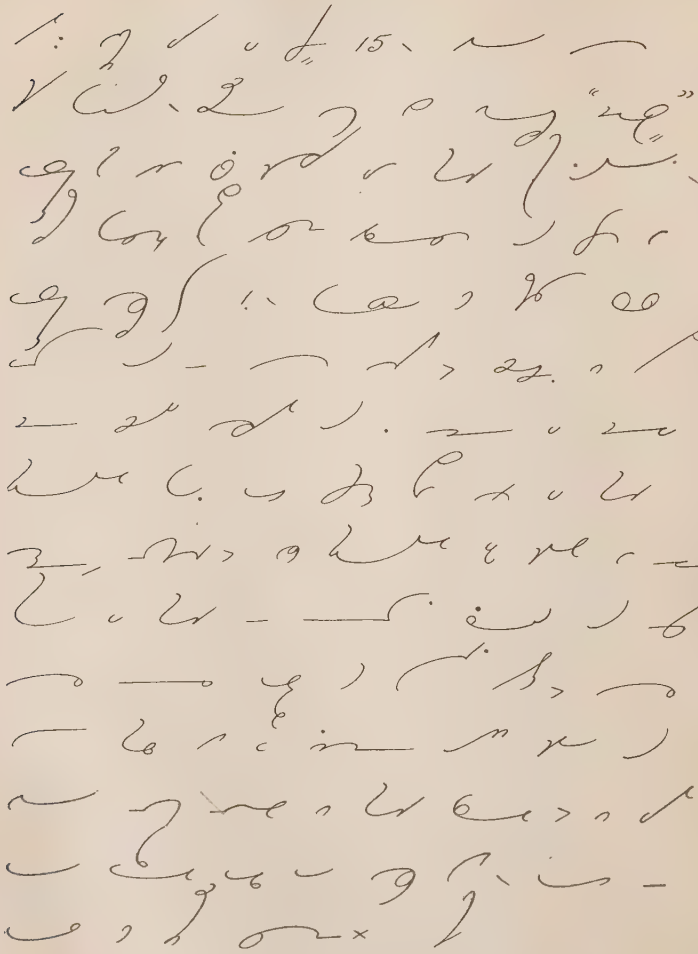
I should like to have 

I should like to know

Notes: 1. To secure facility in execution, split up long phrases and practice progressively, as, for example, *I should*, *I should like*, *I should like to know*.

2. The use of such expressions as *in reply to your*, *for the time being*, *in regard to the matter*, etc., is to be discouraged. They are not sanctioned by careful writers of English. Nevertheless they are still widely in use in business correspondence, and to prepare students for the kind of dictation they will receive, it is necessary to draw attention to these phrases.

190. READING AND DICTATION PRACTICE



191. WRITING PRACTICE

1. We repeat that the extension of the project will not in any way affect the operating costs.

2. The demand for the compound is beyond our power to handle, as the supply of raw materials is very limited.

3. I admit that we must admire the way in which he carried his administration through a desperate period in the history of the company.

4. We shall attempt to adjust the price of the product to the figure you name, but it is evident that the existing cost of raw products will make this very difficult.

5. Just how the act will affect the sales is hard to predict, but there is little doubt but that an adjustment is necessary. The worst feature of the arrangement for the extension of the coast line is that it will greatly reduce, if not exhaust, our present surplus.

6. It is evident from your latest request that you are against the extension of the bond issue, but it is hoped that as a student of finance you will realize that the extension of our operating capital is consistent with modern practice.

7. Stocks and bonds are the two forms of investment most often selected by the young man or young woman who has heeded the saying we have all heard nearly every day since we were born, that is, "The wise man spends less than he receives."

8. Therefore, when you are ready to start investing it is much the best plan to rely on an investment bank to recommend the type of investment exactly suited to your needs. It will save you a lot of worry and will cost you nothing.

CHAPTER IX

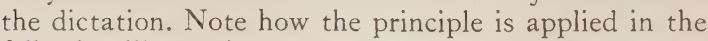
UNIT 25

THE ABBREVIATING PRINCIPLE

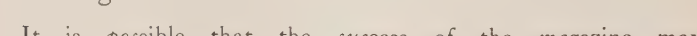
192. The application of the abbreviating principle discussed in Chapter I, paragraph 23, many illustrations of which previously have been given, is more or less flexible and depends to a large extent upon the familiarity of the writer with the words and subject matter in the dictation. Note how the principle is applied in the following illustration:

It is *pos*sible that the *suc*cess of the *mag*azine may

make it *neces*sary to change the *pol*icy of the *assoc*iation

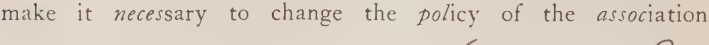


at the next meeting in *Phila*delphia sometime in *Jan*uary.



Have you a *memo*randum of their *finan*cial standing?

The *Feb*ruary *num*ber will contain an *orig*inal story.



The abbreviating principle is not employed when advantage may be taken of analogical or definite word-building rules, and it should not be employed when easily written word forms are possible without it. A good rule to apply to any word is: When in doubt, write it out.

193. Short Words. In a small but useful group of common words—many illustrations of which have been given throughout this manual in "Brief Forms for Common Words"—the form stops with a diphthong or a strongly accented vowel:

arri(ve)
lou(d)
li(ght)

deri(ve)
sou(th)
pri(vate)

enga(ge)
poo(r)
glo(ry)

stri(ke)
pu(re)
invi(te)

gra(de)
cu(re)
provi(de)

tra(de)
pecu(liar)
procee(d)

dou(bt)
confu(se)
deci(de)

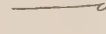
crow(d)
excu(se)
frei(ght)

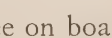
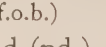
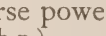
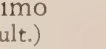
prou(d)
refu(se)
repe(at)

stoo(d)
beca(me)
opera(te)

194. Long Words. An analysis of hundreds of words shows that the abbreviations of long words fall into three classes, from which the following rules have been established:

195. If there is a longhand abbreviation it is generally used, if it furnishes a distinctive outline, as in the words *amount* (*amt.*), *April* (*Apr.*), *balance* (*bal.*), *memorandum* (*memo.*):

amount (amt.)
balance (bal.)
boulevard (blvd.)
discount (dis.)
magazine (mag.)
England (Eng.)
memorandum* (memo.) 
post office (P.O.)
equivalent (equiv.)
America (Am.)

R.R.
O.K.
free on board (f.o.b.) 
paid (pd.) 
Street* (St.)
horse power (h.p.) 
U. S.
U. S. A.
ultimo (ult.) 
etc.

* *Memoranda* is written *mema; street* is written *st* only with a street name, otherwise *str.*

196. Write through the accented syllable if the outline is distinctive. Illustrations: *abbrev* for *abbreviate; lang* for *language; elab* for *elaborate*, etc.:

authent(ic)

cap(able)

certif(icate)

conven(ience)
conven(ient)

coop(erate)

cus(tom)

depos(it)

devel(op)

dup(licate)

estab(lish)

finan(cial)

illus(tration),
illus(trate)

imag(ination),
imag(ine)

lang(uage)

leng(th)

lib(erty)

mater(ial)

of(fer)

orig(inal)

pleas(ant)

pop(ular)

pol(icy)

prej(udice)

prin(ciple),
prin(cipal)

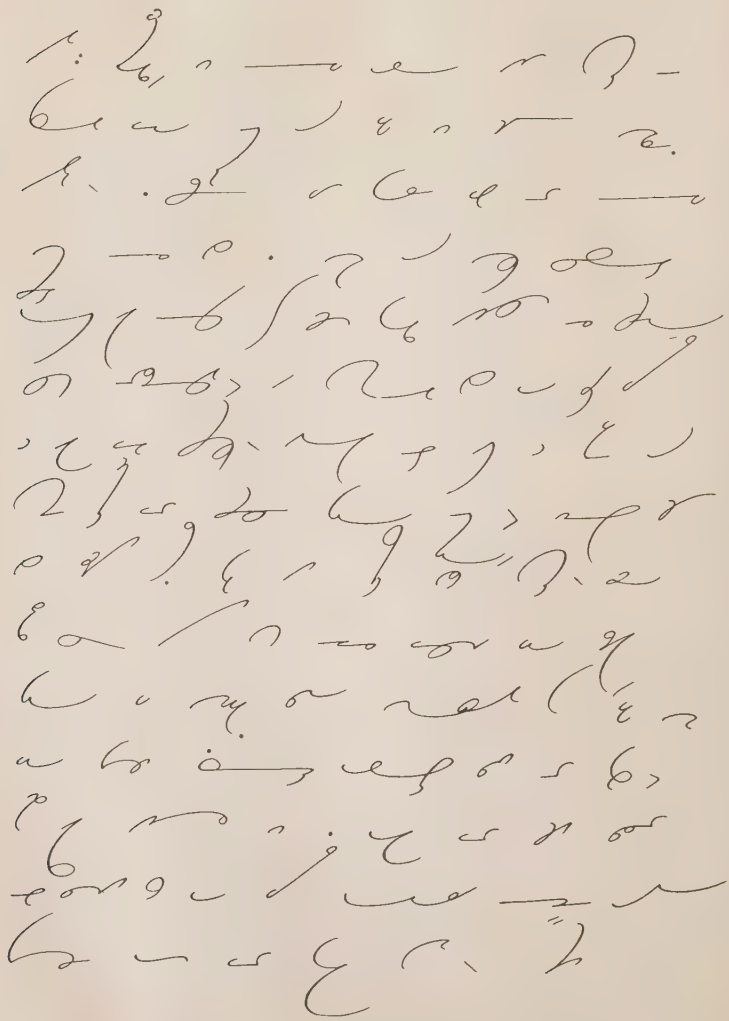
rel(ative)

priv(ilege)

trav(el)

un(ion)

197. READING AND DICTATION PRACTICE



UNIT 26

THE ABBREVIATING PRINCIPLE
(Continued)

198. Write through the consonant following the accented syllable, if writing through the accented syllable does not give a sufficiently distinctive form.

To illustrate, writing *ab* for the word *absent* would not be sufficiently distinctive, but by writing *abs*, the word is immediately suggested. In context, *can* would not suggest *cancel* or *canvas*, but *cans* and *canv* would furnish perfectly legible forms:

abs(ent)
abs(ence)
abso(lute)

accomp(lish)

appreciate, -tion (appresh)

associa(tion) (asosh)

attit(ude)

benef(it)

canc(el)

corp(oration)

enthus(iasm)

essential (essensh)

freq(uent)

indic(ate)

journ(al)

loc(al)

splend(id)

dict(ate)

num(erous)

ordin(ary)

specif(y)

perman(ent)

promin(ent)

pract(ice)

rend(er)

separ(ate)

simil(ar)

social (sosh)

tit(le)

tot(al)

territ(ory)

OMISSION OF VOWEL BEFORE "SHUN"

199. The vowel is omitted in the terminations *tition*, *tation*, *dition*, *dation*, *nition*, *nation*, *mission*, *mation:*

petition

competition

station

quotation

notation

edition

addition

condition

foundation

consolidation

commission

information

permission

intimation

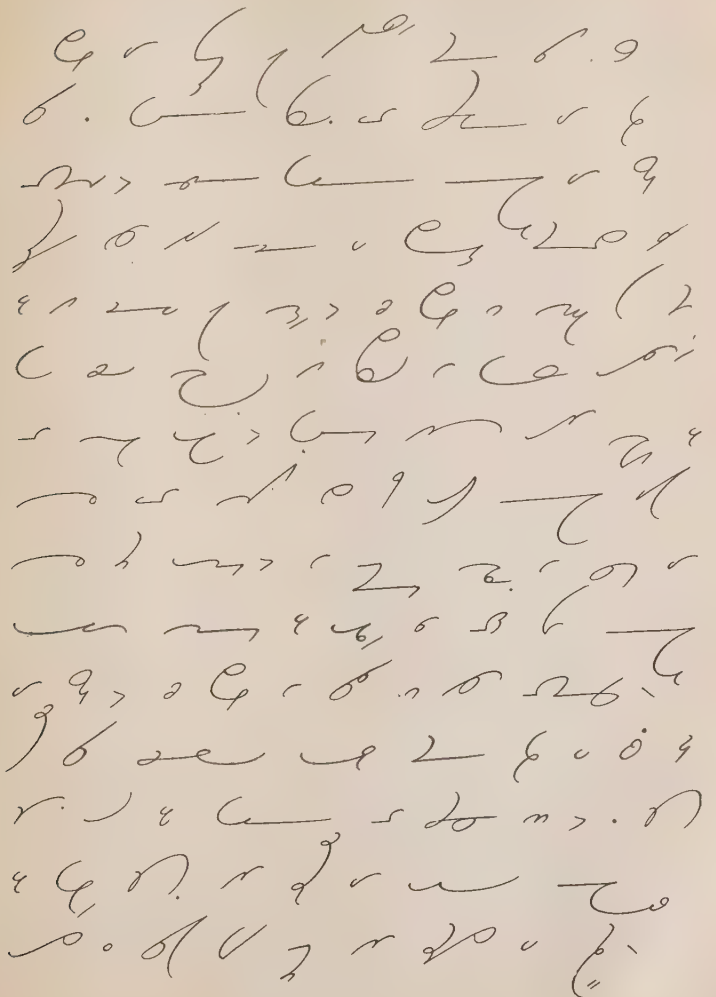
definition

combination

recognition

destination

200. READING AND DICTATION PRACTICE

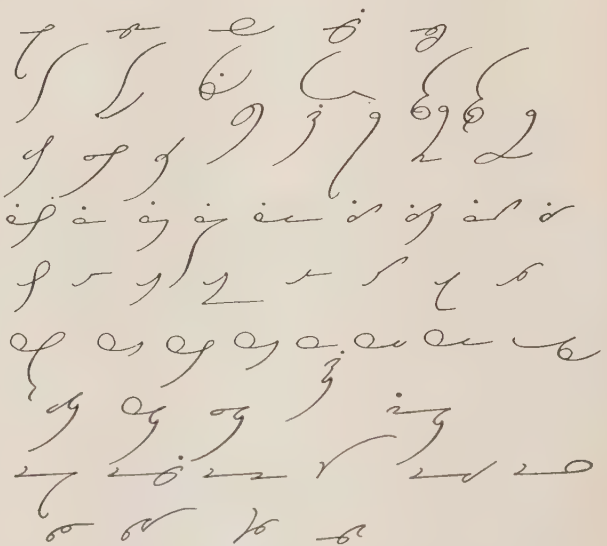


UNIT 27

COMPOUND WORDS

201. A number of compounds may be obtained by joining brief forms:

any:
be:
ever-y:
here:
there:
where:
soever:
some:
with:



202. KEY TO COMPOUND WORDS

any: anybody, anyone, anywhere, anyhow, anyway.

be: before, beforehand, behindhand, belong, beside, besides.

ever-y: whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.

here: hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.

there: thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.

where: whereabouts, whereas, wherever, wherefore, wherein, whereof, whereon, elsewhere.

soever: whatsoever, wheresoever, whensoever, whosoever, whomsoever.

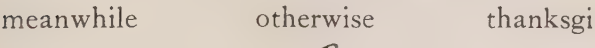
some: somebody, somehow, someone, sometime, somewhat, somewhere.

with: within, withstand, forthwith, notwithstanding.

NOTE: Slight modifications or omissions are made in the forms for *anywhere*, *anyhow*, *hereinafter*, *herewith*, *however*, *sometime*, *somewhere* and the compounds beginning with *every*. These should receive special attention. The form for *notwithstanding* is *not-with-s*.

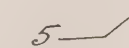
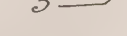
203. IRREGULAR COMPOUNDS

meanwhile otherwise thanksgiving



FIGURES, ETC.

204. After numerals the word *dollars* is expressed by *d; hundred* by *n* placed *under* the numeral; *thousand* by *th; million* by *m* placed on the line close to the numeral; *billion* by *b; pounds* (weight or money) by *p; gallons* by *g; barrels* by *br; bushels* by *bsh; feet* by *f; francs* by *fr; cwt* by *nw; o'clock* by *o* placed over the numeral:

$5		5,000		5,000,000*	
500*		$5,000		$5,000,000	
$500		500,000		5 lbs. (or £5)	

*The sign for *hundred* is placed beneath the figure to distinguish it positively from *million*, which is written beside the figure.

500 lbs. (or £500)		5 barrels		5 o'clock	
£5,000		5 bushels		500 feet	
£500,000		5 feet		5 francs	
5 gallons		5 cwt.		500 francs	

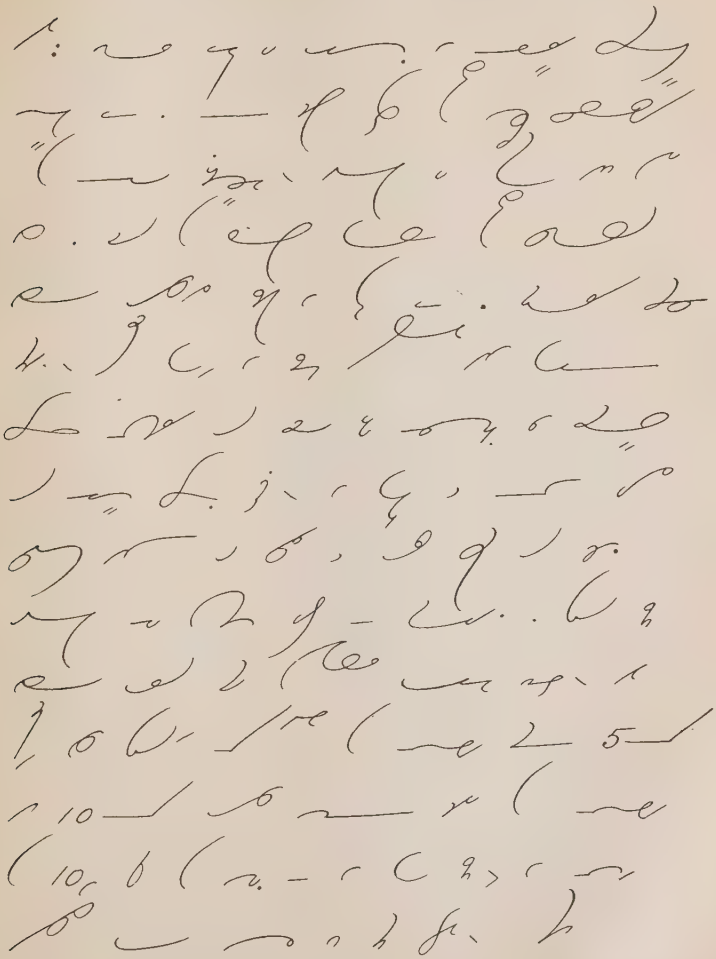
205. The above signs may be used after the article *a* and such words as *per, few, several:*

a dollar		several hundred	
a pound		several hundred dollars	
a million		a thousand dollars	
a gallon		few thousand dollars	
per hundred		a hundred thousand	

206. *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars, the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum* by adding *n* to per cent.

$8.50	five cents	five per cent	five per cent per annum

207. READING AND DICTATION PRACTICE



208. WRITING PRACTICE

1. A few thousand dollars will be needed to begin the repairs on the bridge at Omaha. It is estimated that the total cost will be about $50,000.

2. Owing to the strike, the goods are coming through in very poor condition, and many of the shipments must be refused.

3. A trial of the peculiar device showed that it was not capable of developing even approximately the power claimed for it.

4. We are anxious to be invited to the private view of this new establishment, and especially of its elaborate and conspicuously beautiful decorations.

5. We are somewhat accustomed to abbreviating words in writing the English language in longhand. This expedient is especially applicable and convenient in writing shorthand. The principle is capable of great development and offers a ready means of providing short forms for many long words that would otherwise require more elaborate and consequently less fluent outlines.

6. In the Post Office Guide it is suggested that in addressing envelopes the name of the state, written on a line by itself, is more convenient in handling the mail.

7. A peculiar situation has arisen that is likely to prejudice the development and policy of this financial institution.

8. The Reverend Mr. Smith took a conspicuously benevolent attitude toward a policy that was not likely to be successful.

9. A regular feature of the establishment was the inauguration of a fashion show each month.

CHAPTER X

UNIT 28

ANALOGICAL WORD-BEGINNINGS—DISJOINED

209. Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line, very close to the remainder of the word:

centr-, center

contr-, counter-

constr-

detr-, deter-

distr-, destr-

electr-, (*or* electric)

extr-, exter-, (*or* excl-)

intr-, inter-, enter-, (*or* intel-)

instr-

retr-

restr-

210. KEY TO ANALOGICAL WORD-BEGINNINGS

1. central, center, centralize, centralization, centrifugal.

2. contract, contrary, control, contribute, contrast, counterpart, countersign.

3. construct, construction, constrain, constraint, construe, construed.

4. detriment, detrimental, deteriorate, detract, detraction.

5. destroy, distribute, distribution, distract, distraction.

6. electric, electrical, electrolysis, electric light.

7. extra, extreme, extraordinary, exterior, extricate, exclusive, exclamation.

8. interest, interesting, enter, entered, entertain, interfere, introduce, intelligent.

9. instruct, instruction, instrument, instruments, instrumental.

10. retreat, retract, retraction, retribution, retrieve, retrogression.

11. restrain, restraint, restrict, restriction.

211. In forming the derivatives of words ending in *ct*, as in *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rules given in Chapter VIII), and also in its derivatives:

contracted

contractor

constructed

constructor

constructive

instructed

instructor

instructive

extracted

restrictive

detracted

affected

active

defective

effected

detected

effective

detective

ANALOGICAL WORD-BEGINNINGS—COMPOUNDS

212. Some very useful forms are obtained by joining simple syllable characters, such as *in*, *un*, *dis*, *re*, *non*, to the signs for disjoined word-beginnings:

uncontrolled

redistribute

unrestrained

disinterested

uninteresting

indestructible

uninstructed

inextricable

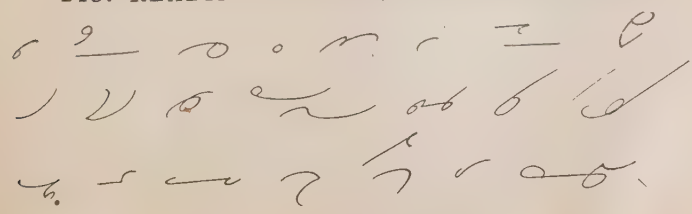
concentration

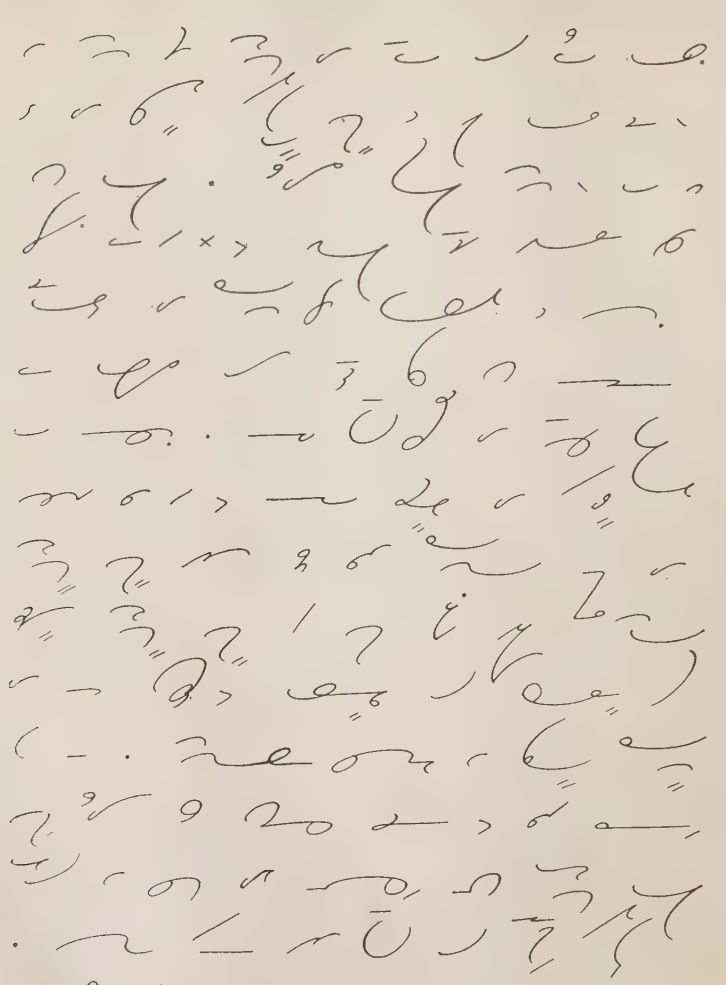
eccentric

reconstruction

misinterpret

213. READING AND DICTATION PRACTICE





UNIT 29

214. ANALOGICAL WORD-BEGINNINGS—DISJOINED

(Continued)

agr-

ant-

decl-

incl-

magn- (*or* Mc)

multi-

over-

para-*

post-*

recl-

self-, circu-, circum-

grand

* The prefix *para* is written above the rest of the word; *post* is written on the line close before the following character.

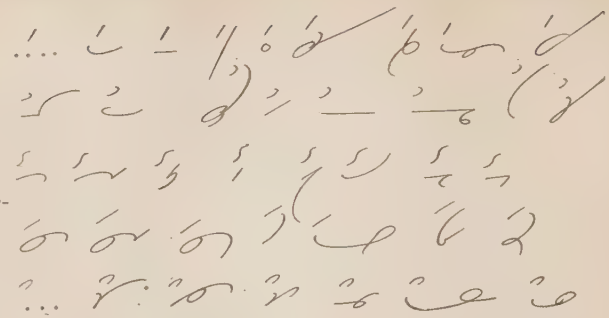
short-, ship-

super-, supre-

susp-, suscep-

trans-

under-



215. KEY TO ANALOGICAL WORD-BEGINNINGS

1. agree, agreeable, agreement, agriculture, aggravate, aggressive, disagree, disagreeable.

2. anticipate, anticipation, antagonize, antecedent, anterior.

3. declare, declaration, decline, declined, declaim, declamation.

4. include, incline, inclination, inclined, inclusion, inclusive, inclement.

5. magnify, magnitude, magnificent, magnet, McNeil.

6. multitude, multiple, multiply, multiplication.

7. over, overlook, overtake, overcoat, overthrow, overcome.

8. paragraph, parallel, paramount, paradise, paralysis, parasite.

9. postage, postal, postmaster, postpone, postman.

10. recline, reclined, reclaim, reclamation, recluse.

11. selfish, self-confident, self-control, circular, circulation, circumstances, circus.

12. grand, grandson, granddaughter, grandmother, grandfather.

13. short, shorter, shorten, shortage, shortly, shortsighted, shipshape, shipwreck, shipyard.

14. superintend, superior, supervise, support, supreme, supremacy, superb, supersede.

15. suspect, suspected, suspicious, suspicion, susceptible, suspend, suspense, suspension.

16. transact, transacted, transaction, transfer, translation, transport, transfix.

17. under, understanding, undertake, understood, underneath, underline, underwrite.

216. ANALOGICAL WORD-BEGINNINGS—COMPOUNDS

(Continued)

self-interest

unselfish

unparalleled

unsuspected

self-control

unsuspicious

disinclined

disinclination

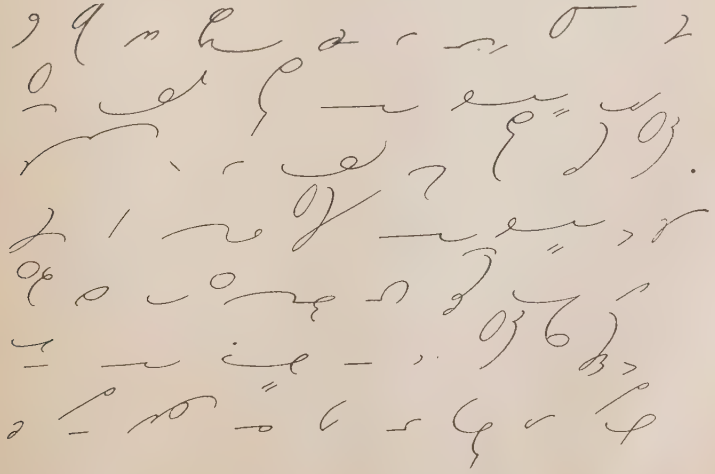
self-contradiction

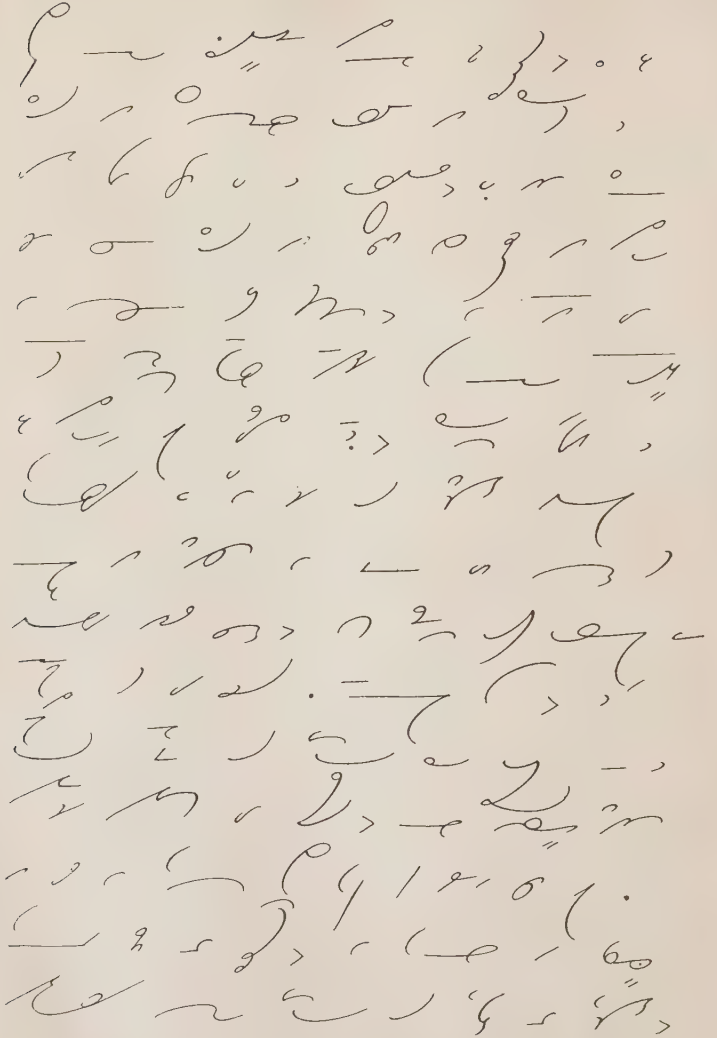
unsusceptible

untransacted

unrestricted

217. READING AND DICTATION PRACTICE





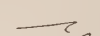
UNIT 30

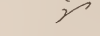
PHRASING PRINCIPLES

218. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This rule is extended to the words *understand* and *understood* when they are preceded by a pronoun, a brief form, or a short phrase form:

misunderstand I understand

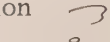
misunderstood I do not understand

I understood  I cannot understand

we understood  thoroughly understood

219. The words *extra*, *enter*, *over*, *under*, *short*, *center*, *agree* are expressed by the prefixal forms placed over the next word:

extra discount under consideration

enter the extra fare 

enter into short time

over the center line

under any agree with you

220. The word *done* is expressed by the *den* blend in many phrases:

have done will be done

has been done would be done

has done should be done

221. In many phrases the word *than* is expressed by *n:*

quicker than rather than

better than nearer than

sooner than greater than

222. Many useful business phrases may be secured by slightly modifying the form for *us:*

give us to us

tell us let us

write us mail us

223. In many phrases *department* is expressed by a disjoined *d:*

credit department purchasing department

shipping department accounting department

224. In a number of phrases the word forms are modified or a word is omitted where the grammatical construction of the sentence would compel its restoration when transcribing:

of course

at once

at any rate

great deal

I always

on hand

as follows

whole lot

one another

day's sight

do you know

great pleasure

your order

first class

whether or not

at all events

to some extent

to a great extent

to such an extent

at the same time

in other words

once in a while

in my opinion

in the first place

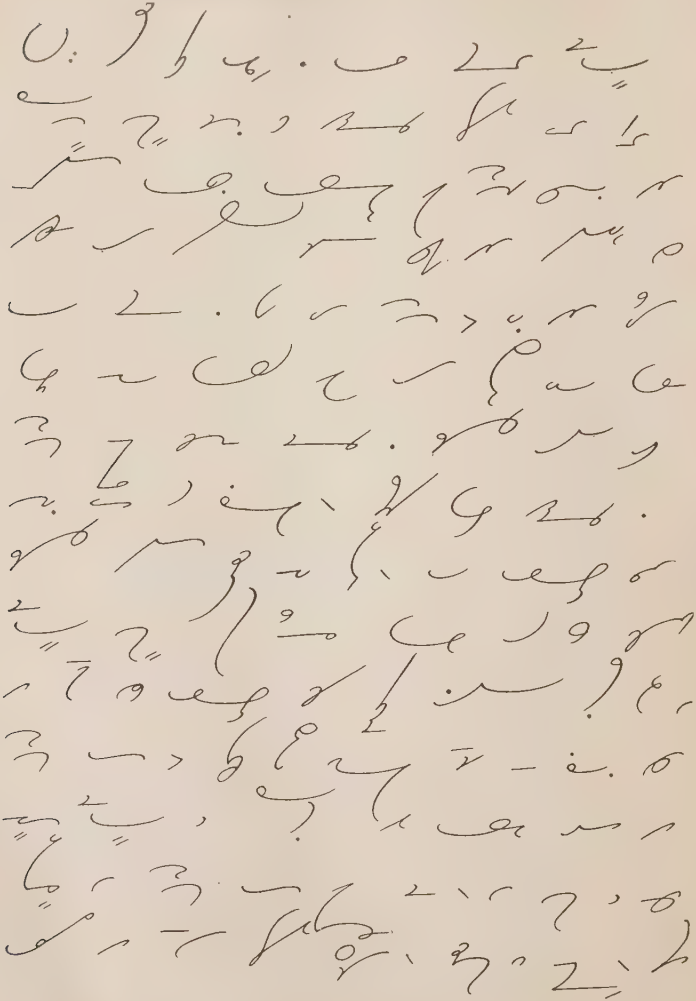
as soon as possible

as a matter of fact

on account of the fact

over and over again

225. READING AND DICTATION PRACTICE



226. WRITING PRACTICE

1. The supreme test of his intelligent understanding of the transaction was revealed in his superior statement regarding it.

2. A shortage in the shipment was discovered by the superintendent, who immediately took the matter up with his superior.

3. We suspect that the error in judgment was due entirely to his susceptible and unsuspicious nature, as well as to his shortsightedness.

4. We shall not overlook his tendency to overcharge our batteries, something that will be overcome by the simple expedient of giving the undertaking to McLain.

5. The instructor attempted to restrain his students from further controversy about the peculiar effects of electrolysis, to say nothing of the heated discussion about centrifugal and centripetal forces.

6. His disinterested attitude led to an unparalleled controversy.

7. Mr. McFadden seemed disinclined to enter into the agreement owing to the aggressive policy and the superior air of the gentlemen representing the Paramount Overcoat Corporation.

8. The transfer of the contract may be easily effected, but I am inclined to think that it will be disadvantageous.

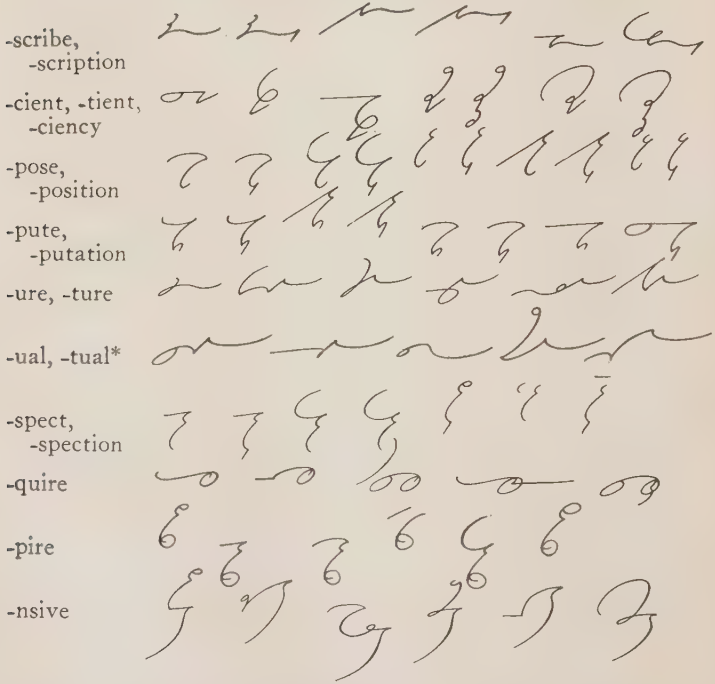
9. Both the interior and exterior finishes were designed by Mr. McLaren, of McLaren, McNamara & McIntyre.

10. The reconstruction of the dam was opposed by a multitude of citizens because of the extraordinary declivity of the adjacent walls of the cliff, which would necessitate much expensive construction.

CHAPTER XI

UNIT 31

227. ANALOGICAL WORD-ENDINGS—JOINED



* The termination *ually*, as in *mutually*, is expressed by the loop.

NOTE: Occasionally a disjoined prefix precedes a joined suffix, as in *circumspect*, *introspect*, in which case the disjoined sign is written above.

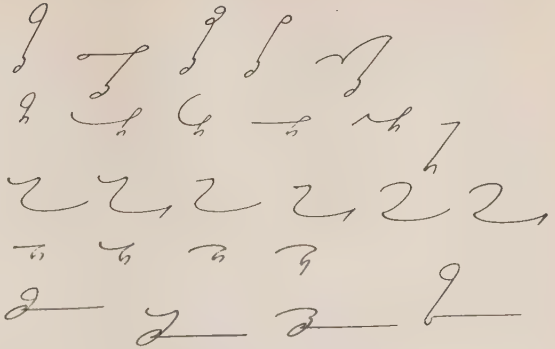
-gency

-sure, -jure

-flect, -flection, -flict, -fliction

-sult

-nment*



* The "jog" is omitted in the termination *-nment*.

228. KEY TO ANALOGICAL WORD-ENDINGS

1. subscribe, subscription, describe, description, inscribe, prescription.

2. ancient, patient, impatient, efficient, efficiency, deficient, deficiency.

3. compose, composition, propose, proposition, suppose, supposition, dispose, disposition, oppose, opposition.

4. repute, reputation, dispute, disputation, compute, computation, impute, amputation.

5. secure, picture, feature, nature, creature, departure.

6. actual, mutual, equal, eventual, continual.

7. inspect, inspection, prospect, prospective, expectation, circumspect, introspection.

8. require, inquire, acquire, requirement, acquires.

9. expire, inspire, conspire, transpire, perspire, aspire.

10. expensive, extensive, comprehensive, offensive, intensive, defensive.

11. agency, emergency, exigency, urgency, contingency.

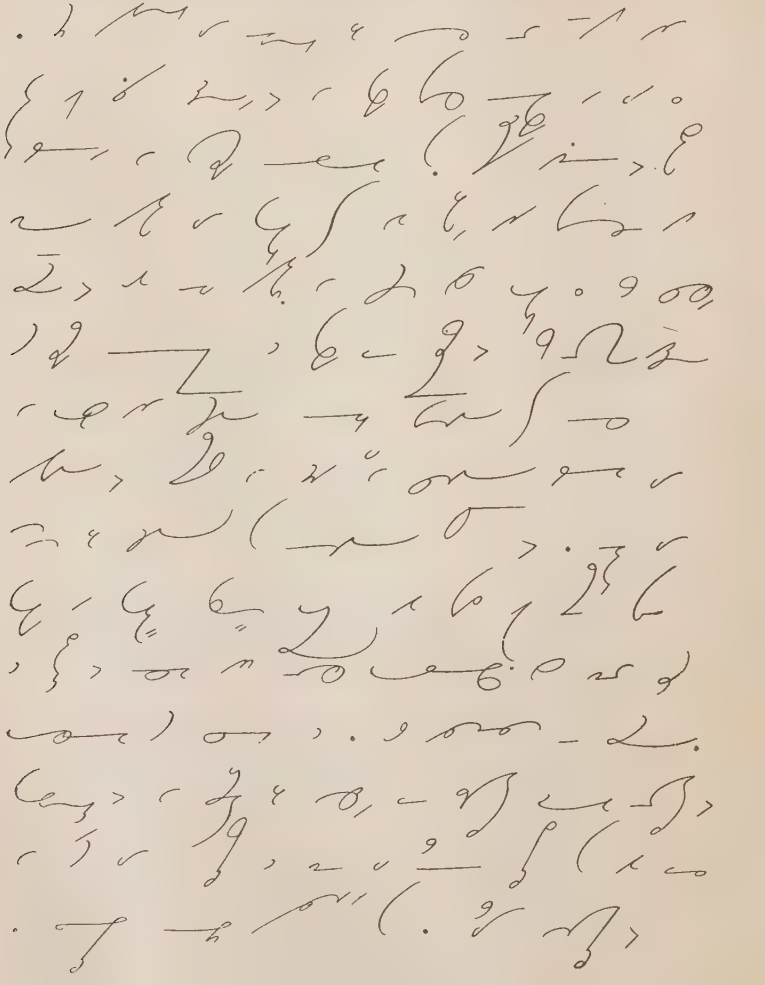
12. assure, leisure, pressure, measure, treasure, injure.

13. reflect, reflection, inflict, infliction, conflict, confliction.

14. insult, result, consult, consultation.

15. assignment, refinement, consignment, adjournment.

229. READING AND DICTATION PRACTICE



UNIT 32

ANALOGICAL WORD-ENDINGS—DISJOINED

230. In most of the disjoined word-endings the vowel preceding the ending is understood, as in *art(i)cle*, *barn(a)cle*, *dom(e)stic*, *cal(a)mity*, *extr(e)mity*, *auth(o)rity*, *sec(u)rity*:

-ical, icle, -acle

-tic, -tical, -tically

-lity

-ulate, -ulation

-bility

-city

-logy, -logical

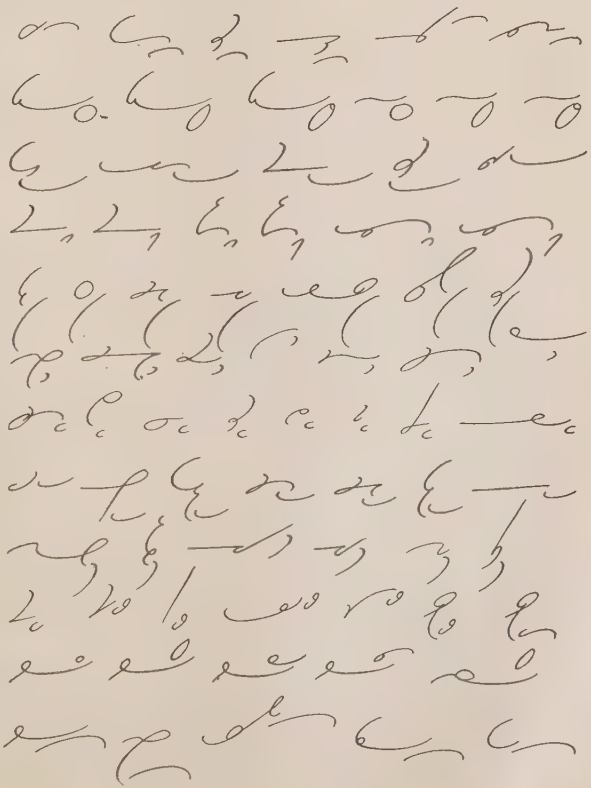
-rity

-fication

-ograph-y

-egraph-y

-gram, -grim



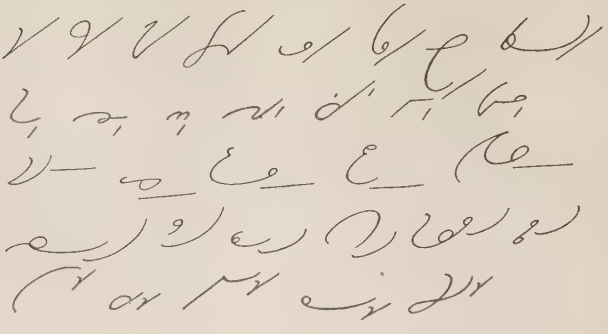
-hood, -ward*

-ship

-mental

-mity, -nity

-stic



* In the words *forward*, *afterward*, *upward*, *backward* the suffix is joined; in other words, it is disjoined.

231. KEY TO ANALOGICAL WORD-ENDINGS

1. article, practical, physical, musical, medical, technical.

2. politic, political, politically, critic, critical, critically.

3. personality, locality, formality, facility, utility.

4. formulate, formulation, speculate, speculation, regulate, regulation.

5. possibility, ability, sensibility, nobility, reliability, adaptability, visibility.

6. capacity, simplicity, ferocity, tenacity, scarcity, sagacity, electricity.

7. psychology, apology, analogy, physiology, theology, zoology, genealogy, mineralogy.

8. authority, majority, prosperity, security, sincerity, popularity, minority.

9. classification, specification, modification, notification, qualification, justification.

10. phonograph, photography, geography, lithography, stenography, typography, typographic.

11. telegraph, telegraphy, telegrapher, telegraphic, calligraphy.

12. telegram, cablegram, radiogram, pilgrim, program.

13. forward, afterward, upward, backward, reward, boyhood, neighborhood, childhood.

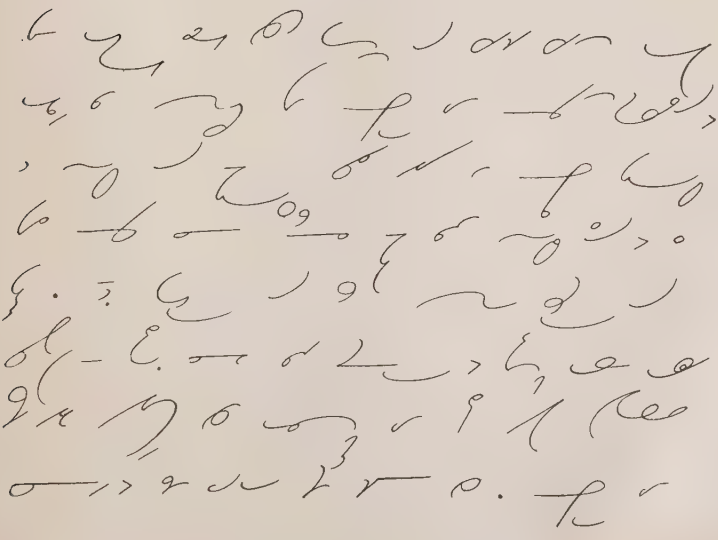
14. friendship, kinship, worship, courtship, hardship, township, partnership.

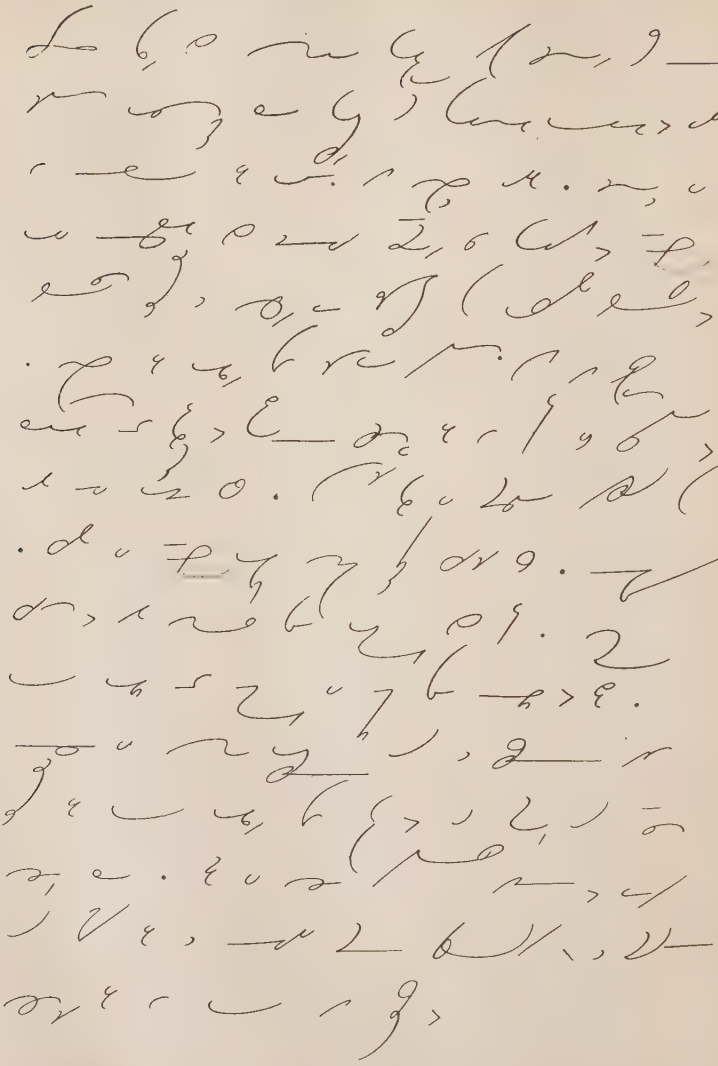
15. fundamental, ornamental, supplemental, experimental, temperamental.

16. calamity, extremity, serenity, divinity, fraternity, eternity.

17. domestic, artistic, drastic, elastic, fantastic.

232. READING AND DICTATION PRACTICE





UNIT 33

INITIALS

233. As there is no context to initials, accuracy in writing them is of prime importance:

A
B
C
D
E
F
G

H
I
J
K
L
M
N

O
P
Q
R
S
T
U

V
W
X
Y
Z

234. Many writers prefer to write initials in longhand, and if this is done a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith

C. D. Brown

E. F. Jones

INTERSECTION

235. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them that will be brief and yet absolutely distinctive. Very often the writing of one character through another will meet the exigency. The following are useful examples:

A. D.

A. M.

P. M.

C. O. D.

price list

list price

vice versa

bank draft

order blank

Associated Press

Democratic party

Republican party

political party

Baltimore & Ohio (B. & O.)

New York Central

Michigan Central

Illinois Central

endowment policy

Grand Trunk

selling price

market price

Union Pacific

School Board

member banks

curb market

stock market

Great Britain

enclosed blank

General Manager

Assistant General Manager

bills payable

bills receivable

profit and loss

Board of Trade

indemnity policy

Canadian Pacific

Northern Pacific

application blank

bond and mortgage

chairman of the board

Federal Reserve Board

Board of Managers

Board of Management

commercial paper

account current

chattel mortgage

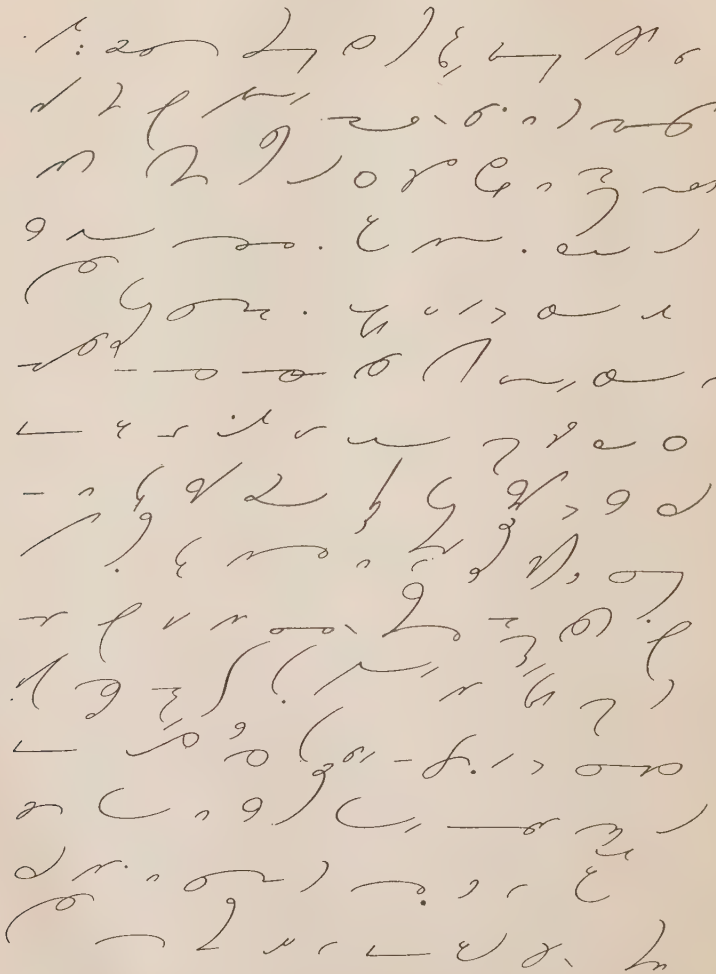
certificate of deposit

commercial draft

Board of Education

Chamber of Commerce

236. READING AND DICTATION PRACTICE



237. WRITING PRACTICE

1. It transpired that he did not aspire to the office himself but was conspiring to overthrow the incumbent.

2. Intensive study of the actual conditions of the conflict ought to make it possible to prevent the recurrence of this emergency.

3. Without a considerable body of experimental data it is impossible to formulate physiological rules with reliability.

4. In the extremity, the sublimity and nobility of his character were revealed with inspiring clarity.

5. The floods were a national calamity in which thousands were injured, to say nothing of the financial losses inflicted on all the people in that territory.

6. It will probably require the services of many stenographers to answer all the inquiries about the branches of this extensive business, and I myself shall take care of those of great urgency.

7. One of the finest things a teacher can do is to inspire the student to make proper use of his leisure time, to give some time to reflection and thought.

8. Nobility of thought, adaptability of ideas, and generosity of nature—these are the fundamental requisites for those who would have the real rewards of life.

9. His phraseology seems to call for an apology on his part; the other members of the partnership were not backward in sending him a notification to that effect.

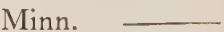
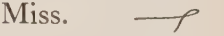
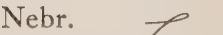
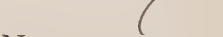
10. He employed all his great ability in writing an interesting article on the politics of this locality. As he wrote with authority, and had every justification for what he said, his article had a certain degree of popularity with the majority.

CHAPTER XII

UNIT 34

STATES AND TERRITORIES

238. The abbreviations used in the following list are those adopted by the Post Office Department:

Ala.		Hawaii		Minn.	
Alaska		Idaho		Miss.	
Ariz.		Ill.		Mo.	
Ark.		Ind.		Mont.	
Calif.		Iowa		Nebr.	
Colo.		Kans.		Nev.	
Conn.		Ky.		N. H.	
Del.		La.		N. J.	
D. C.		Maine		N. Mex.	
Fla.		Md.		N. Y.	
Ga.		Mass.		N. C.	
Guam		Mich.		N. Dak.	

Ohio		R. I.		Vt.	
Okla.		S. C.		Va.	
Oreg.		S. Dak.		Wash.	
Pa.		Tenn.		W. Va.	
P. I.		Tex.		Wis.	
P. R.		Utah		Wyo.	

PRINCIPAL CITIES OF THE UNITED STATES

239. The following names of cities are arranged in the order of their population:

New York		Boston	
Chicago		Pittsburgh	
Philadelphia		San Francisco	
Los Angeles		Buffalo	
Detroit		Washington	
Cleveland		Milwaukee	
St. Louis		Newark	
Baltimore		Minneapolis	

New Orleans

Cincinnati

Kansas City

Seattle

Indianapolis

St. Paul

Portland

Louisville

Jersey City

Rochester

Toledo

Columbus

Denver

Providence

Houston

Oakland

Atlanta

Akron

Birmingham

Omaha

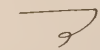
Dallas

San Antonio

Syracuse

Worcester

Richmond

Memphis 

New Haven

Dayton

Norfolk

Youngstown

Hartford

Ft. Worth

Tulsa

Grand Rapids

Oklahoma City

Bridgeport

Miami

Long Beach

Des Moines

Springfield

Flint

Paterson

Scranton

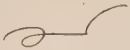
Erie

Jacksonville

Nashville

Trenton

Salt Lake City

Camden 

Fall River

Wilmington

Cambridge

Yonkers

Albany

San Diego

New Bedford

Lowell

Reading

Duluth

Elizabeth

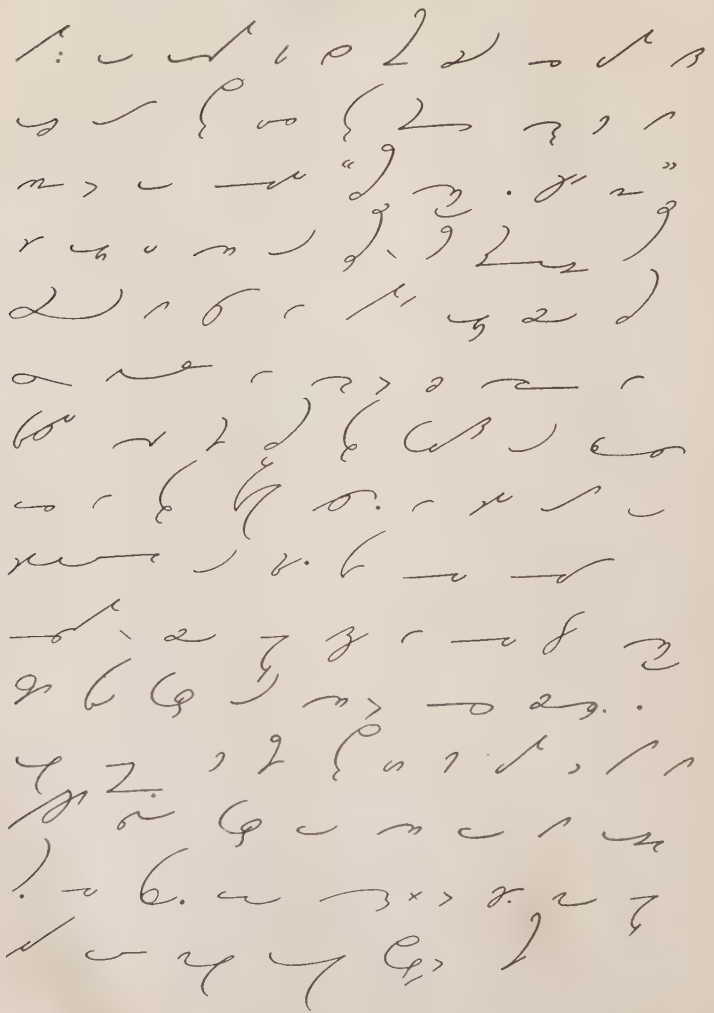
Canton

El Paso

Spokane

Tacoma

240. READING AND DICTATION PRACTICE



UNIT 35

NAME TERMINATIONS

241. The terminations *burg*, *ville*, *field*, *port* may generally be expressed by the first letter, joined or disjoined as convenient; *ford*, by *fd*; *ington*, by a disjoined *tn*; and *ingham*, by a disjoined *m*:

Harrisburg

Petersburg

Fitchburg

Newburgh

Danville

Zanesville

Evansville

Knoxville

Pittsfield

Plainfield

Davenport

Newport

Shreveport

Oxford

Rockford

Milford

Kensington

Arlington

Birmingham

Nottingham

NOTE: A distinction between *ton* and *town* is made as follows:

Johnston

Johnstown

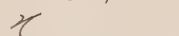
Charleston

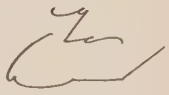
Charlestown

242. The names of cities and states often may be joined:

Buffalo, N. Y.

St. Louis, Mo.

St. Paul, Minn. 

Rochester, N. Y. 

Boston, Mass.

Baltimore, Md.

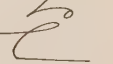
Detroit, Mich.

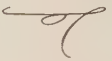
Memphis, Tenn.

Chicago, Ill.

Louisville, Ky.

Denver, Colo.

Minneapolis, Minn. 

Omaha, Nebr. 

Washington, D. C.

"STATE OF" JOINED

243. When the words "State of" precede the name of a state, omit *of* and join the words, if convenient:

State of N. Y.

State of Mass.

State of Nebr.

State of Pa.

State of Ill.

State of La.

State of N. J.

State of Ga.

State of Miss.

State of Minn.

244. CANADIAN PROVINCES AND CITIES

(Including Newfoundland and Labrador)

Prince Edward Island

Nova Scotia

New Brunswick

Quebec

Ontario

Manitoba

Saskatchewan

Alberta

British Columbia

Yukon

N. W. Territories

Labrador

Newfoundland

Brantford

Calgary

Edmonton

Hamilton

London

Montreal

Ottawa

Peterboro

Regina

St. John

Saskatoon

Toronto

Vancouver

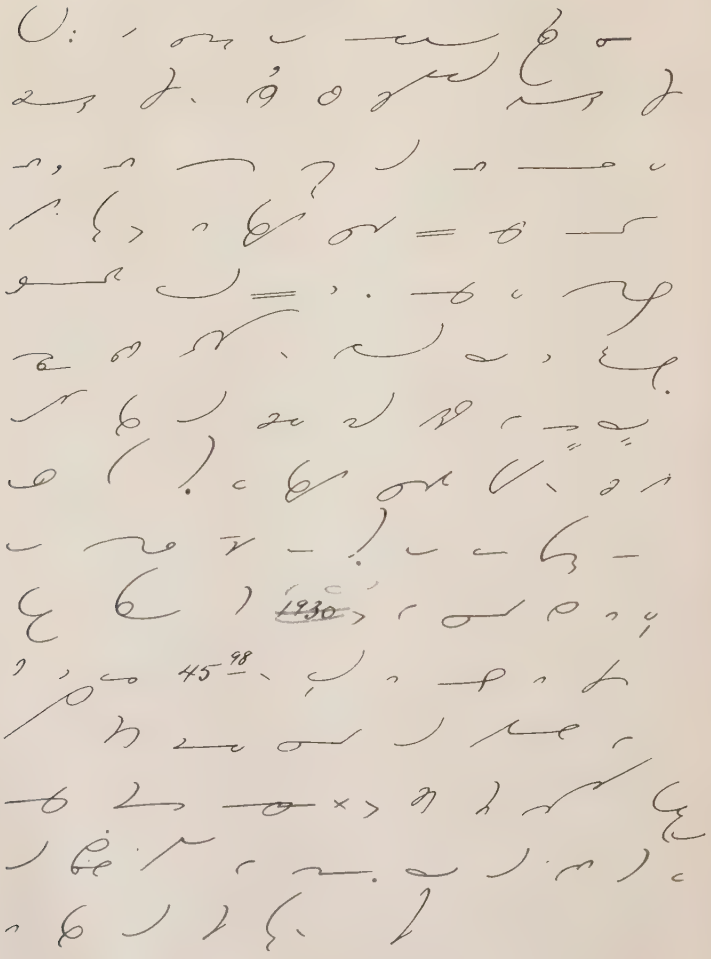
Victoria

Windsor

Winnipeg

Saint John's

245. READING AND DICTATION PRACTICE



UNIT 36

A SHORT VOCABULARY

246. This short vocabulary will be a valuable addition to the equipment of every shorthand writer. Though many of these words are not of high frequency, it will be seen at a glance that they are of sufficient importance to warrant study. Many of them are written according to the abbreviating principle:

A

abandon

abstract

abundant

accommodation

accurately

affidavit

afford

alphabet

ambassador

American

application

approval

argument

assist

assistance

Atlantic

attorney

authoritative

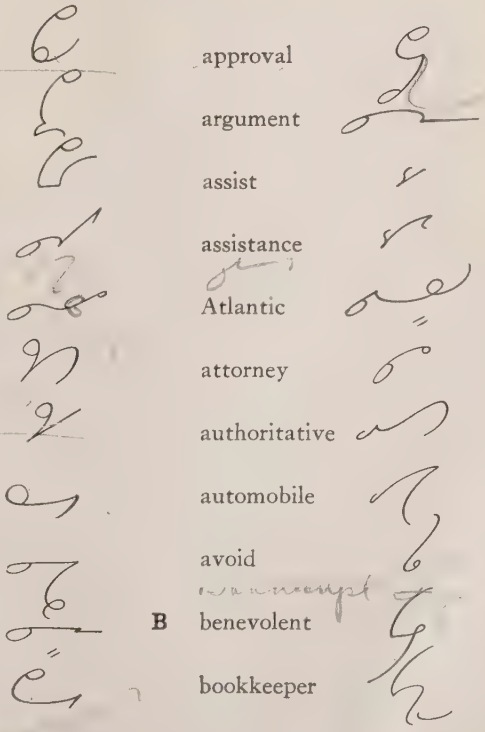
automobile

avoid

B

benevolent

bookkeeper



bookkeeping

C celebrate

Christmas

citizen

civil

clerk

comfort

compare

comparative

consequent, consequence

conclude

conclusion

congress

connect

conspicuous

criticism

cultivate

curious

D deceive

default

defendant

degenerate

democrat

designate

disagreement

disappoint

discuss

distinct

distinguish

disturb

doctrine

drop

E elaborate

emphasize

energy

English

entitle

execute

F familiar

fault

fortune

frantic

fulfill

G glorious

God

H headquarters

husband

hydraulic

I inaugurate

independent, independence

indispensable

~~iron~~

J junior

~~jurisdiction~~

jury

L legislate

legislation

legislative

legislator

legislature

likewise

literary

literature

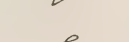
litigation

locate

luxury

M merchant

messenger

misdemeanor 

mortgage

N neglect

negligence

negligent

negotiate

novelty

O observe

obstruct

obvious

occupy, occupation

P parcel

partial

passenger

persecute

plaintiff

practice

probability

prosecute

publication

punctual

pupil

Q qualify

R remainder

resignation

S salesman

scarce

secretary

signature

significant, significance

silence

specify

specific

society

subordinate

subsequent

substantial

substitute

succeed

T testimonial

testimony

text

U unavoidable

universal

V variety

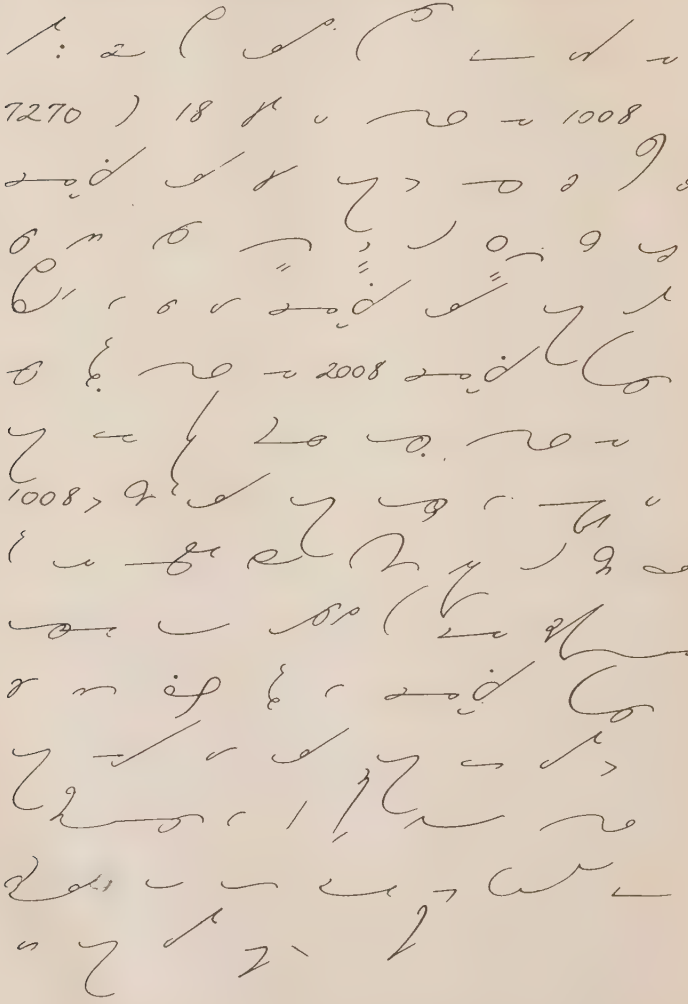
verdict

W warehouse

wholesale

wife

247. READING AND DICTATION PRACTICE



248. WRITING PRACTICE

1. Of the 61 aircraft-production establishments reporting to the U. S. Department of Commerce in 1927, 15 were located in New York; 9 each in California and Michigan; 4 each in Illinois, Missouri, and Ohio; 3 each in New Jersey and Pennsylvania; 2 in Maryland; and 1 each in Colorado, Connecticut, Iowa, Kansas, Nebraska, Virginia, Washington, and Wisconsin.

2. There were 4,134 civilian-owned aircraft, including balloons, airplanes, and airships. California led with more than 600; New York second with 387; Illinois, 350; Michigan, 291; Texas, 261; Pennsylvania, 212; Ohio, 231; and Missouri, 216.

3. Air mail is rapidly securing the business that always goes to the fastest method of transportation. Illustrative of the difference in transportation time between train and air-mail planes is the following schedule: New York to San Francisco, train 83 hours, air mail 31 hours; Chicago to New York, train 20 hours, air mail 9 hours; St. Paul to Dallas, train 37 hours, air mail 17 hours; Boston to Cleveland, train 16 hours, air mail 8 hours; Los Angeles to St. Louis, train 60 hours, air mail 26 hours.

4. The average rise and fall of tide at the important American seaports is as follows: Baltimore, 1 foot, 2 inches; Boston, 9 feet, 7 inches; Galveston, 1 foot; New Orleans, none; New York, 4 feet, 5 inches; Philadelphia, 5 feet, 2 inches; San Francisco, 3 feet, 11 inches; and Washington, D. C., 2 feet, 11 inches.

5. The English lady was obliged to abandon her plan to celebrate Christmas on this side of the Atlantic with her son, who was a Junior at college.

6. It is obvious that failure to observe the terms of the mortgage constitutes a default in the agreement.

7. The well-nigh universal and wholesale use of the automobile has added greatly to the comfort and luxury of living.

8. The merchant notified his salesmen that all the goods stored in the warehouse were to be put on sale.

9. Three classes of employees were affected by the notice—secretaries, bookkeepers, and general clerks.

10. In consequence of the disagreement between the plaintiff and his attorney the jury heard no testimony that day.

11. It was a distinct disappointment to the distinguished literary light not to be included on the program.

12. The messenger made a frantic effort to locate the parcel containing the testimonials regarding the texts.

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be-, de-, re-, dis-, mis-	145	18
de before *k, g*	146	18
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initial vowel not required	129	15
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R

R,		
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Reversing principle,		
adding *er*, *or* to brief form after straight stroke	76	8
before and after straight strokes	71	8
between downward character and forward straight stroke	161	20
between horizontal and upward stroke	163	20
between straight strokes in same direction	71	8
circle for vowel sound in *ur*	72	8
circle placed above next stroke following *p*, *b*	161	20
-ly after final reversed circle	82	9
s,		
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S

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	Par.	Unit
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self-, circu-, circum-	214	29
-self joined	170	21
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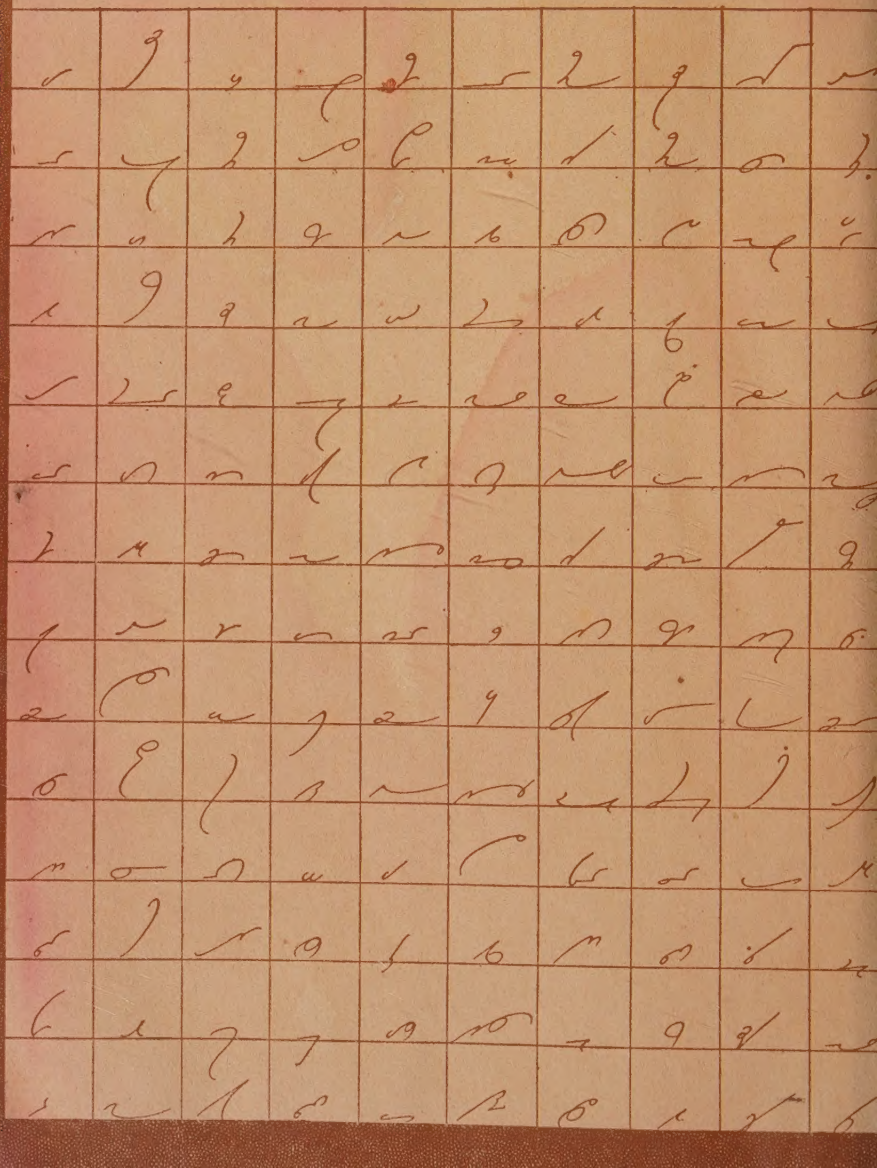

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